



# CONSERVATIONIST SUPERVISOR

## 5CQ02

**Department:** California Conservation Corps

**Exam Base:** Open Non-Promotional

**Cut-off (Final Filing) Date:** Continuous

### CLASSIFICATION DETAILS

**Conservationist Supervisor** –Salary Range \$5,938 - \$7,380 per month

View [the Conservationist Supervisor classification specification](#)

### APPLICATION INSTRUCTIONS

#### Who Should Apply:

Applicants who meet the minimum qualifications as stated on this bulletin may apply for and take this examination.

Once you have taken this examination, you may not retake it for **18** months.

**How to Apply:** Complete, print, **sign** and mail a standard state application (STD. 678) to the address below. Faxed or e-mailed applications will not be accepted. Applications postmarked, personally delivered, or received via interoffice mail after 5:00 p.m. on the cut-off date will be held for the next administration of the examination. Dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the USPS are not considered postmark dates for the purpose of determining timely filing of an application. Please include Con Sup Exam 5CQ02 on the front page of the application.

File by mail or  
in person: California Conservation Corps  
1719 24<sup>th</sup> Street  
Sacramento, CA 95816  
Attn: Exam Unit

SUBMIT APPLICATIONS ONLY TO THE ADDRESS INDICATED ABOVE.

#### Special Testing Arrangements:

If you require assistance or alternative testing arrangements due to a disability, please contact the testing department listed in the Contact Information section of this bulletin.

### REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

All applicants must meet the education and/or experience requirements as stated on this exam bulletin **by the cut-off date** in order to be accepted into the examination. Part-time or full-time jobs, regardless of whether paid or volunteer positions, and inside or outside California state service will count toward experience.

A completed standard state application (STD. 678) is required and must include: “to” and “from” dates (month/day/year), time base, and if applicable, civil service classification titles. It is the applicant’s responsibility to provide the specific information under duties performed that illustrates the qualifying experience needed to meet the minimum qualifications.

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as “Either” I, “or” II, etc. For example, applicants who possess qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

## **MINIMUM QUALIFICATIONS**

Possession of a valid Commercial Class C driver license with a Passenger Transport Vehicle special endorsement or equivalent. (Applicants who do not possess the license will be admitted to the examination but must secure and provide evidence of their license prior to appointment.); **and**

Equivalent to completion of the twelfth grade; **and**

### ***Either I***

One year of experience in the California state service performing duties of a class with the level of responsibility equivalent to that of a Conservationist II; **or**

### ***II***

Two years of progressively responsible experience in program operations and management, including one year at an administrative level performing a variety of management-related activities including supervision of staff, program planning, management and evaluation, and personnel management. This experience shall have included the preparation of written reports and the presentation of written recommendations to management. Experience in the California state service applied toward this requirement must include one year performing duties of a class with a level of responsibility no less than that of Conservationist II; **or**

### ***III***

Three years of experience in California state service performing duties of a class with the level of responsibility equivalent to that of a Conservationist I, Range B; **or**

### ***IV***

Five years of experience in organizing, instructing, supervising and evaluating six or more people in an organization requiring specific accomplishments or completion of specific tasks. Such experience must include direct responsibility for the discipline, direction, and welfare of the persons involved, two years of which involve direct supervision of staff. Experience in the California state service applied toward this requirement must include one year performing the duties of a class with a level of responsibility no less than that of a Conservationist I, Range B. Qualifying experience can be gained through work in the following types of business/activities: labor crew in the private or public sector; organized outdoor adventure programs; service-oriented organizations (fast foods chains, park and recreation facilities, summer camps, group homes, and daycare facilities); seasonal labor; or educational programs. College education may be substituted for up to 12 months of non-supervisory qualifying experience with 30 semester or 45 quarter units from an accredited college or university being equivalent to 12 months of experience; substitution of college education does not apply toward the supervision of staff requirement.

## POSITION DESCRIPTION

This is the full supervisory level in the series. Under direction, incumbents supervise conservationist staff performing projects, educational, and mission critical tasks and are responsible for obtaining project agreements; and other related work.

Incumbents plan, organize, and direct the operations of conservationist staff performing projects; plan and implement in-service training and employee development programs for subordinate staff; evaluate performance and take or recommend appropriate action; oversee training, safety, welfare, development, and performance; maintain community resource support, develop funding source sponsors, and negotiate project agreements; develop and maintain relationships with project sponsors, and maintain the confidence and cooperation of sponsors; manage the quality, completion, and evaluation of project and overnight camp/spike operations; and coordinate emergency response.

## EXAMINATION SCOPE

This examination consists of the following components:

### **Qualifications Appraisal Panel Interview – Weighted 100%.**

In addition to evaluating candidate's relative knowledge and abilities, as demonstrated by quality and breadth of education and/or experience, the oral examination will place emphasis on measuring competitively, relative job demands, each candidate's aptitude in the following areas:

#### **A. Knowledge of:**

1. Principles of personnel management, business and public administration.
2. Purposes, organization, policies, procedures and rules of the department.
3. Principles of ecology and natural resource conservation.
4. Principles of facilities and grounds maintenance.
5. Principles and practices of health and safety standards.
6. Principles and practices of employee supervision.
7. Principles and practices of employee/employer relations.
8. Equal Employment Opportunity Program objectives.
9. A supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.

#### **B. Ability to:**

1. Maintain a healthy and safe working and living environment.
2. Organize, coordinate and plan programs for Conservationist staff and crew members' training.
3. Maintain facilities and grounds.
4. Complete center, overnight camp/spike, and emergency projects.
5. Prevent and solve problems by utilizing management and communication skills, concepts and techniques.
6. Analyze situations and take effective action.
7. Keep records and prepare written reports.
8. Maintain effective external relations with public community and organization interests specifically in the development of funding sources.
9. Analyze data and present ideas and information effectively.
10. Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

## PREFERRED OR DESIRABLE QUALIFICATIONS

Associate of Arts Degree or equivalent to completion of two years of college, preferable with specialization in public business administration, environmental studies, social sciences or youth services administration. Experience in the operations or management of a youth or adult work experience and/or training and education program; experience in human resource programs; background in ecology and natural resource conservation; excellent communications skills; ability to take effective action under extreme pressure and/or during emergency situations; ability to effectively manage the operation and maintenance of facilities and grounds; ability to manage several priorities simultaneously; general knowledge of budget preparation and administration; knowledge of grant writing and reporting requirements; and knowledge of State and Federal audit guidelines.

## CONTINUOUS FILING

Applications are accepted on a continuous basis. Testing is considered continuous as new testing dates can be set at any time as department needs warrant.

Cut-off (final filing) dates will be scheduled and announced periodically with adequate time for applicants to submit an application. The last cut-off date was **May 12, 2021**. The next cut-off date will be in April/May 2022.

## TESTING PERIOD

A candidate may be tested only once during any testing period. The testing period for this examination is 18 months. Once you have taken and passed this examination, you may not retest for 18 months.

## ELIGIBLE LIST INFORMATION

The names of successful candidates will be merged onto the existing eligible list in order of final score, regardless of testing date. Eligibility expires **24** months after it is established. Candidates may re-take the examination to re-establish eligibility after **18** months.

## VETERANS' PREFERENCE AND CAREER CREDITS

Veterans' Preference will be granted for this examination. In accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, or widow or widower of a veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligible list.

Veterans' status is verified by the California Department of Human Resources (CalHR). Information on this program and the [Veterans' Preference Application](#) (Std. form 1093) is available online. Additional information on veteran benefits is available at the Department of Veterans Affairs.

### Career Credits

Career credits will be added to the final score of all candidates who are successful in this examination and who qualify for these credits. For more information on career credits, please see the general information section on this bulletin.

## EXAMINATION INFORMATION

This examination will consist solely of a **Qualifications Appraisal Panel Interview, weighted 100%**. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum score of 70% must be received. Candidates who do not appear for the interview will be disqualified.

## PREPARING FOR THE EXAMINATION

Here is a list of suggested resources to have available prior to taking the exam.

**Employment History:** Employment dates, job titles, organization names and addresses, names of supervisors or persons who can verify your job responsibilities, and phone numbers of persons listed above.

**Education:** School names and addresses, degrees earned, dates attended, courses taken (verifiable on a transcript), persons or office who can verify education, and phone numbers of persons or offices listed above.

**Training:** Class titles, certifications received, names of persons who can verify your training, and phone numbers of persons listed above.

**This exam bulletin:** The exam questions will be tied to the knowledge and abilities listed on this exam bulletin under examination scope.

## TAKING THE EXAMINATION

Depending on the pandemic situation, candidates will either be scheduled for the Qualifications Appraisal Panel examination interview via Zoom or will need to appear in person. If the exam is in person, interviews will be scheduled in Sacramento, Redding or San Bernardino and candidates will be scheduled at the closest location to their home address.

## PRE-EMPLOYMENT REQUIREMENTS

Successful candidates who receive a conditional offer of employment will be required to do the following before they can be appointed:

- **Commercial Class C License** – Provide evidence that a Commercial Class C license with a Passenger Transport Vehicle special endorsement or equivalent has been obtained from the Department of Motor Vehicles (DMV).
- **Pre-employment Drug Test** – Pass a urine drug test. In accordance with the Federal Highway Administration regulations (49 CFR, Part 382), persons hired to a class requiring a commercial driver license must take and pass a pre-employment drug test. Please note: Per California Code of Regulations § 213.5, applicants who fail the drug test pursuant to section § 213.4 (h), will be disqualified from the examination in which they are competing and, except as provided by section § 213.5 (e), shall not be eligible to take any State civil service examination for a class for which drug testing is required until one year has elapsed from the date the drug test specimen is given.
- **Background Investigation** – Undergo fingerprinting and successfully pass a Criminal Offender Record Information check completed by the Department of Justice (DOJ) which may or may not also include a background check through the Federal Bureau of Investigation (FBI).
- **Medical Exam** – A medical clearance exam is required for this classification.

## CONTACT INFORMATION

If you have questions about this examination, please contact Donna Tritt, the Exam Analyst at (916) 341-3140 or by email at [donna.tritt@ccc.ca.gov](mailto:donna.tritt@ccc.ca.gov).

TTY is a Telecommunications Device for the Deaf, and is reachable only from phones equipped with a TTY Device.

California Relay Service: 1-800-735-2929 (TTY), 1-800-735-2922 (Voice)

## EQUAL OPPORTUNITY EMPLOYER

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right of family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding, and related medical conditions), and sexual orientation.

## DRUG-FREE STATEMENT

It is an objective of the State of California to achieve a drug-free workplace. Any applicant for state employment will be expected to behave in accordance with this objective, because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service, and the special trust placed in public servants.

## GENERAL INFORMATION

**Examination and/or Employment Application** (STD 678) forms are available at the California Department of Human Resources, local offices of the Employment Development Department, and on the internet through your [CalCareer Account](#).

For a PDF version of the state application, click [here](#).

**For benefit information** with the state of California, please click the link below.

<https://www.calhr.ca.gov/Pages/California-State-Civil-Service-Employee-Benefits-Summary.aspx>

**If you meet the requirements** stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described in this bulletin will be rated against a predetermined job-related rating scale, and all applicants who pass the exam will be ranked on the eligible list according to their score.

**If a candidate's notice** of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon request. It is the candidate's responsibility to contact the California Conservation Corps Exam Unit in Sacramento at (916) 341-3140 three weeks after the cut-off/final filing date if he/she has not received a progress notice.

**The California Conservation Corps** reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all applicants will be notified.

**Drug Testing:** Applicants who are offered a Conservationist position will be required to submit to a drug test. In accordance with California Code of Regulations section § 213.5, applicants who fail the drug test during the pre-employment process will have the job offer rescinded, his/her name withheld from the eligibility list and he/she will have to wait one year to re-take the exam.

**Veterans' Preference:** Effective January 1, 2014 – Assembly Bill 372, signed into law by Governor Brown on August 12, 2013, changes the way the Veterans' Preference process is administered by the State of California. Veterans' Preference will now be awarded as follows:

1. Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for veteran's preference.

2. An entrance examination is defined, under the law, as *any open* competitive examination.
3. Veterans' Preference is not granted once a person achieves permanent civil service status.

**Career Credits:** In open, non-promotional examinations, career credits are granted to: 1) state employees with permanent civil service status; 2) full-time employees of the State who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirements specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in, or are graduates of the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps or five years after graduation if the competitor has participated in a CCC scholarship program). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination.

**General Qualifications:** Applicants must possess essential personal qualifications including integrity, initiative, dependability, good judgement, the ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

**High School Equivalence:** Equivalence to completion of the 12<sup>th</sup> grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the competitor is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.