



CONSERVATIONIST I

8CQ12

Department: California Conservation Corps

Exam Type: Open Non-Promotional

Final Filing Date: Continuous

CLASSIFICATION DETAILS

Conservationist I

Salary Range A \$2,990 - \$3,637 Range B \$3,839 - \$4,750

Effective July 1, 2020, State employees are subject to a 9.23% salary reduction in exchange for 16 hours per month of the Personal Leave Program 2020 (PLP 2020). The salary information listed above does not include this salary reduction.

View [the Conservationist I classification specification](#)

2021 CUT-OFF/FINAL FILE DATES

Below are the pre-established cut-off/final file dates for 2021 that applications need to be submitted by. Applications will be processed after each date. Applications received or postmarked after a cut-off date below will be held and processed on the next cut-off date.

February 26 April 30 June 30 August 31 October 29 December 31

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, 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 C I Exam on the front page of the application.

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

SUBMIT APPLICATIONS ONLY TO THE ADDRESS INDICATED ABOVE.

Please ensure you have a valid e-mail address and that you **sign** your application.

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. **Those qualifying using education must submit a copy of your college transcripts with your application. An unofficial copy is acceptable for exam purposes and only those candidates who receive a job offer will be required to order an official copy of college transcripts.**

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 as a Corpsmember in the California Conservation Corps, including at least six months as a Crew Leader; **Or**

II

One year of experience in organizing, instructing, leading, 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 direction and welfare of the persons involved. Qualifying experience can be gained through work in the following types of businesses/activities: labor crews in the private or public sector; organized outdoor adventure programs; service-oriented organizations (fast food chains, park and recreation facilities, summer camps, group homes, and daycare programs); seasonal labor; educational programs; coaching; or scout leadership; **Or**

III

Two years of experience as a Special Corpsmember in the California Conservation Corps performing one or more of the following duties: mentoring or counseling Corpsmembers during evening hours; engaging Corpsmembers in activities designed to transfer skills; or overseeing Corpsmembers in recreational or educational activities; **Or**

IV

One year of experience as a skilled craftsperson organizing, instructing, leading, and evaluating six or more people on a crew involved in crafts/trades work (carpentry, masonry, electrical, general building, landscape installation and maintenance, or comparable skilled work); **Or**

V

Completion of 60 semester or 90 quarter units from an accredited college or university; **Or**

VI

One year of experience as a licensed general or specialized contractor.

POSITION DESCRIPTION

This is the entry, working, and journey level class. Under direction, incumbents work with and/or direct the work of a crew on a wide variety of conservation activities and projects. Incumbents transport crew members and staff to job sites in state-owned vehicles. Assignments may be specific to include but are not limited to, leading crews on the grade or in the field, acting in a relief capacity, as an advisor in a residential or satellite facility, leading energy crews, or acting in a relief capacity filling in for several or all areas. Incumbents evaluate the scope of work on new projects and determine appropriate methods/techniques to complete the work; facilitate work/learn activities of daily work projects; represent the department in meetings with project sponsors; track, document, and report crew members' time and attendance; assist new crew members and staff in understanding program expectations; teach project and life skills; direct and counsel crew members and staff; document the status of projects and enter data in the automated project tracking system; prepare and process written reports, invoices, and other administrative documents; maintain and secure assigned property; conduct, document, and track investigations of crew member discipline; instruct crew members and staff in safety practices; perform substance abuse interventions; track crew member participation in substance abuse recovery programs; safely transport and direct crews on disaster relief operations such as wild land fires and floods; lead and direct crew members and staff on overnight camp or "spike operations"; instruct crew members and staff in the protection, conservation, and restoration of natural resources, facilities maintenance, landscaping, restoration of historic monuments/buildings, and preventive vehicle inspection and minor maintenance; provide the technical expertise to oversee energy work projects which include: energy and water use audits; weatherization; installation of energy efficient lighting and controls; installation of heating, ventilation, and air conditioning (HVAC) controls and preventive maintenance measures; installation of other energy and water conservation measures; installation of solar water heating and photovoltaic systems; earthquake proof fixtures in public buildings and prisons; affordable housing rehabilitation, including rough and finish carpentry, electrical wiring, plumbing, drywall, and painting; manage satellite programs including the purchase of supplies, tools, and equipment; deliver departmental training to crew members and staff including, but not limited to, state mandated and additional department specific driver's training, flood fighting techniques, fire camp support, First Aid/Cardiopulmonary Resuscitation (CPR); market special programs, such as internships and weatherization; recruit crew members; coordinate an alcohol and drug program; meet with community-based organizations and coordinate publicity with local media. Incumbents may oversee an entire center on evenings and weekends.

EXAMINATION SCOPE

This examination consists of the following components:

Training and Experience Evaluation – Weighted 100%.

In addition to evaluating applicants' relative knowledge, skill, and ability, as demonstrated by quality and breadth of education and/or experience, emphasis in each exam component will be measuring competitively, relative job demands, each applicant's:

A. Knowledge of:

1. Building trades which may include basic carpentry, painting, plumbing, masonry, roofing, landscape gardening and fence construction.
2. Tool use and maintenance of power equipment and hand tools.
3. Natural resource work including principles and techniques of conservation, basic principles of energy conservation, trail building, tree falling, fish habitat restoration, fire and flood fighting, and camp support.
4. Energy and water conservation methods and techniques.
5. Construction-related codes and requirements.
6. Basic principles of safety including wilderness safety issues, first aid and CPR, personnel supervision, organization of work activity, methods of group instruction and training, techniques used in teaching and counseling youth, and problem solving.
7. Recreational and social activities appropriate for youth from diverse cultural and economic backgrounds.
8. Effective communication skills.
9. Leadership development
10. Principles of equal employment opportunity.

B. Ability to:

1. Work independently.
2. Explain and demonstrate safe work methods and practices.
3. Demonstrate skill in teaching young adults, including coaching them in communication skills and in motivation, inspiring them to establish and achieve personal goals.
4. Effectively organize and direct a work crew.
5. Hike difficult terrain in remote locations.
6. Establish and maintain effective working relationships with governmental agencies, private sector organizations, and with crew members.
7. Resolve conflicts.
8. Evaluate crew members.
9. Keep records and prepare written reports.
10. Analyze situations and take appropriate effective action.
11. Deal effectively with constructive criticism.
12. Conduct inspections of department projects.
13. Communicate effectively.
14. Recognize alcohol and drug issues and counsel young adults at risk, including substance abuse prevention.
15. Accurately report crew member hours worked and leave usage.
16. Coordinate and lead volunteers, internship programs, and/or satellite operations.
17. Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.
18. Effectively balance the goals of crew member training and development with project development and completion.

PREFERRED OR DESIRABLE QUALIFICATIONS

Willingness to work for extended periods, occasionally in primitive facilities, and sometimes isolated from communities; willingness to work odd and irregular hours; demonstrated aptitude for, and willingness to teach and work with young people in regard to their personal and social development; willingness to do manual labor, including landscaping, gardening, trail construction, emergency response work, carpentry, and other physically demanding activities; and willingness to set an example for young people through attitude, ability, knowledge, attention to detail, and pride of work. Experience supervising six or more people, including responsibility for evaluating, developing, training and disciplining.

Knowledge of small engine power equipment; principles and developing trends regarding energy conservation; building trades; methods of group work; gang awareness; teaching and counseling techniques; foster care issues; familiarity with education programs; basic guidelines and standards for conducting effective group meetings; substance abuse intervention techniques; and basic plant, natural resources, and wildlife ecology.

ELIGIBLE LIST INFORMATION

The names of successful candidates will be merged onto the existing eligible list in order of final score. 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

The examination consists solely of a **Training and Experience Evaluation**. To obtain a position on the eligible list, a minimum score of 70% must be received.

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.

TAKING THE EXAMINATION

The link to the examination will be emailed to those applicants who meet the minimum qualifications approximately two weeks after each cut-off date. Candidates who are sent the link but do not complete the exam by the due date will be eliminated from the exam and will need to reapply by submitting another application.

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.

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 State work place. 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, through your [CalCareer Account](#).

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

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, and all applicants who pass 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.

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.

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) servicewide 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 12th 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.