



## **Fish and Wildlife Interpreter I Open Departmental FINAL FILING DATE – March 2, 2017**

### **INTRODUCTION**

Why not work to benefit California's environment? Want to work with dedicated people who value and enjoy their work?

Our employees are committed to managing and protecting California's diverse wildlife and the habitats upon which they depend. Join us and begin a meaningful new career.

For more information on the State examination and hiring process, visit the Department of Fish and Wildlife website at <https://www.wildlife.ca.gov/Employment>.

### **EEO**

An equal opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or 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.

### **WHO SHOULD APPLY?**

Candidates who meet the minimum qualifications as stated on this examination announcement.

### **FILING INSTRUCTIONS**

**Final File Date: March 2, 2017**

**Applications may be filed in person or by mail at:**

Department of Fish and Wildlife  
Attention: Exam Unit  
1416 Ninth Street, Room 1217-B  
Sacramento, CA 95814

Applications must be POSTMARKED no later than the final filing date. Applications postmarked, personally delivered, or received via inter-office mail after the final filing date will not be accepted for any reason.

## SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, mark the appropriate box on the application. The exam unit will contact you to make specific arrangements.

## SALARY INFORMATION

**Range A: \$3,047 - \$3,557.** This range shall apply to incumbents who do not meet the criteria for payment in Range B.

**Range B: \$3,759 - \$4,659.** This range shall apply to persons who have satisfactorily completed: (1) year in California state service performing the duties of a Fish and Wildlife Interpreter I, Range A; or (2) two years of specialized work experience in connection with at least one year of which must have been performing work in wildlife management program or research activity. (Possession of a Master's Degree in Interpretation of Natural Resources or a closely related field may be substituted for the required experience.)

When the requirements for a particular criteria are met and upon recommendation of the appointing power, the employee shall receive a rate under the provisions of DPA Rule 599.676.

## POSITION STATEMENT

**Range A** is the entry and training level of the series. Under close supervision, the Fish and Wildlife Interpreter I performs in a training and learning capacity and is expected to progress toward assuming the more responsible assignments of the Range B level. Incumbents are assigned to a regional wildlife area, ecological reserve, hatchery or Department education program and are responsible for the less difficult or varied work in interpretive and education programs.

**Range B** is the working level of the series. Under general supervision, the Fish and Wildlife Interpreter I performs work of average difficulty that does not include the complete range of varied or difficult assignments, typically assigned to the full journey level. May develop information into narrative descriptions for educational and interpretive services such as nature trails or exhibits; prepare area maps, area publications and signs; conduct tours, demonstrations and talks; research the potential for new interpretive facilities; manage publicity and community outreach programs; collect and summarize technical information for planning purposes; landscape and maintain exhibits and trails.

## ELIGIBLE LIST INFORMATION

Eligibility expires 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

## REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

All applicants must meet the minimum qualifications by **March 2, 2017**.

## MINIMUM QUALIFICATIONS

**Education:** Equivalent to graduation from an accredited college or university or an equivalent degree approved by the California Superintendent of Public Instruction under the provisions of California Education Code Section 94310(b) with major work in wildlife management, zoology, fisheries management, botany or other related biological science, including at least 15 semester units, or its equivalent, of course work in natural resource interpretation, natural resource communications, or similar subjects. (Registration as a senior in a recognized institution will admit applicants to the examination but they must produce evidence of graduation or its equivalent before they can be considered eligible for appointment.) (One year of specialized work experience in wildlife or related natural resource interpretation may be substituted for the specialized course work.)

**NOTE:** You must list the 15 semester units of completed course work in one or a combination of the fields listed above. Include course title; number of units received for each course, and date course was completed. You may attach a separate sheet of paper or a copy of your transcripts (unofficial copy of transcripts is acceptable). **This information is required or your application will be rejected.**

## EXAMINATION INFORMATION

### Qualifications Appraisal Process - Weighted 100.00%.

This examination consists of an oral interview process. To obtain a position on the eligible list, you must attain a minimum rating of 70.00% in the interview process. **COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

It is anticipated that the interviews will be held in April 2017.

Oral interviews are ordinarily scheduled in Sacramento, Los Alamitos, Napa, Redding, and Fresno. However, interview locations may be limited or extended as the number of candidates and conditions warrant.

This examination may contain additional components (i.e., written exercise, in-basket assignment, math calculation exercise, presentation, etc.) that will be scored in addition to the structured interview questions.

**PLEASE NOTE:** If conditions warrant, this examination may utilize an evaluation of each candidate's experience and education (E&E) compared to a standard developed from the class specification. **For this reason, it is especially important that each candidate take special care in accurately and completely filling out their application. List all experience relevant to the "minimum qualifications for admittance" shown on this announcement.** Supplementary information will be accepted, but read the "Minimum Qualifications for Admittance" and "Scope of the Examination" carefully to see what kind of information will be useful to the staff doing the evaluation. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained.

## KNOWLEDGE AND ABILITIES

### Knowledge of:

1. Methods and techniques involved in conveying knowledge of natural systems to the public.
2. Principles of public interpretation.
3. History of natural resources of California.
4. Wildlife management principles and methods of their application to conservation conditions and problems in California.
5. Methods, materials and equipment used in wildlife habitat management and restoration.
6. Scientific research methods.
7. Accepted techniques for making biological investigations.
8. Fundamentals of statistics.
9. Private and public organizations in California concerned with conservation generally, and natural resource interpretation specifically.
10. Grounds and landscape maintenance practices.

### Ability to:

1. Plan interpretive exhibits and programs.
2. Plan, organize and conduct interpretive walks and trails.
3. Apply scientific knowledge, methods, and techniques in obtaining, arranging and interpreting data, and in collecting, identifying and cataloging specimens.
4. Establish and maintain cooperative relations with those contacted in the course of the work.
5. Interpret resource concepts to the public.
6. Communicate effectively.
7. Develop innovative solutions to interpretive problems.
8. Prepare written material for reports and publications.
9. Keep necessary records and prepare reports.
10. Maintain landscape and grounds.

## BENEFITS

To learn more about the comprehensive benefit package please visit our website at <http://www.calpers.ca.gov>.

## VETERANS PREFERENCE

Veterans' Preference will be granted to all competitors who are successful in this examination and who qualify for, and have requested, Veteran's Preference through the California Department of Human Resources (CalHR), <http://jobs.ca.gov/Job/VeteransInformation>.

**Veterans who have achieved permanent civil service status are not eligible to receive Veteran's Preference credits.**

## ADDITIONAL DESIRABLE QUALIFICATIONS

Academic training beyond the baccalaureate in course work related to interpretation, especially of wildlife management and the biology of native or plant and animal communities; familiarity with audio-visual and photographic techniques and media; willingness to work irregular hours and weekends.

## CONTACT INFORMATION

If you have any questions concerning the Fish and Wildlife Interpreter I examination or the testing process, you may contact Kevin Harris, Exam Analyst with the California Department of Fish and Wildlife, Human Resources Branch at (916) 653-8120 or visit the Department of Fish and Wildlife website at [www.wildlife.ca.gov](http://www.wildlife.ca.gov).

## GENERAL INFORMATION

**For an examination without a written feature**, it is the candidate's responsibility to contact Department of Fish and Wildlife three weeks after the final filing date if he/she has not received his/her notice.

**Applications are available** at [www.jobs.ca.gov/pdf/std678.pdf](http://www.jobs.ca.gov/pdf/std678.pdf), California Department of Human Resources (CalHR) offices, local offices of the Employment Development Department and the testing department on this job bulletin.

### **Remember, Examinations are Competitive:**

If you possess the entrance requirements stated on this bulletin, you may take this competitive examination; however, you aren't assured a place on the eligibility list. Your performance in the examination is compared to established rating criteria. All candidates who pass are ranked according to their scores.

**Candidates needing special testing arrangements** due to a disability must mark the appropriate box on the application and/or contact the testing department.

### **General Qualifications:**

Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and 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.

### **If High School Equivalence is Required:**

Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis. **NOTE: For peace officer classifications please refer to the testing department for special requirements.**

### **How Qualifications are Rated**

General Qualifications for all Examinations: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, 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.

**Veterans Preference:** Will be awarded in this examination, pursuant to Government Code Section 18973.1, effective January 1, 2014, 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.

The California Department of Human Resources (CalHR) has information on how to apply for Veterans Preference on their website at [www.jobs.ca.gov](http://www.jobs.ca.gov) and on the Application for Veterans Preference form ([CalHR 1093](#)). Additional information is also available at the Department of Veterans Affairs website at [www.cdva.ca.gov](http://www.cdva.ca.gov).

**Miscellaneous Information:**

The Department of Fish and Wildlife 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 law and rules and all competitors will be notified.

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

**California Relay (Telephone) Service for the Deaf or Hearing-Impaired**  
**From TDD phones: 1-800-735-2929**  
**From voice phones: 1-800-735-2922**