



SUPERVISING LAND SURVEYOR

Exam Code: 2FS02

Department:	Forestry & Fire Protection
Final Filing Date:	04/02/2012
Type of Recruitment:	Departmental Promotional
Salary:	MONTHLY-RANGED-SALARY - \$8,955.00 - \$9,878.00
Employment Type:	Permanent Full-time Permanent Part-time Permanent Intermittent Limited Term Full-time Limited Term Part-Time Limited Term Intermittent
Exam Type:	Spot
Location:	Sacramento County

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?

Applicants who meet the minimum qualifications as stated on this bulletin. This is a Departmental promotional examination for the Department of Forestry and Fire Protection (CAL FIRE).

1. Applicants must have a permanent civil service appointment with the Department of Forestry and Fire Protection as of **April 2, 2012**, the final filing date, in order to participate in this examination; or
2. Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990; or
3. Must be a current or former non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code Section 18992; or
4. Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code Section 18991. [Applicants applying under item 4 must provide a copy of their DD214 or other official discharge documents with their Examination/Employment Application (STD. 678)]

For persons who are interested in applying that meet the criteria for either items 2, 3, or 4 above, and examinations are given by more than one Department for the same classification, you must select one Department in which to compete. Once this selection is made, it cannot be changed for the duration of the promotional list established from the examination in which the person participated. Employees may transfer list eligibility between Departments in the same manner as provided for State civil service employees.

FILING INSTRUCTIONS

Final File Date: **April 2, 2012**

Examination/Employment Application (STD. 678) is available through the Internet at <http://jobs.ca.gov/Profile/Profile> and at the testing office shown below. Examination/Employment Application (STD. 678) may be submitted by mail or delivered in person.

Note: Applications will not be accepted via e-mail. DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD.

MAIL:

Department of Forestry and Fire Protection
Examination Unit – (Attention: Danielle Greco)
P.O. Box 944246
Sacramento, CA 94244-2460

SUBMIT IN PERSON:

Department of Forestry and Fire Protection
Examination Unit – (Attention: Danielle Greco)
1300 U Street
Sacramento, CA 95818

Applications postmarked or personally delivered after the final filing date, **April 2, 2012**, 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 and/or contact the Department of Forestry and Fire Protection at (916) 445-7824.

REQUIRED IDENTIFICATION

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

SALARY INFORMATION

\$8955 - \$9878

ELIGIBLE LIST INFORMATION

A Departmental promotional eligible list will be established for the Department of Forestry and Fire Protection. This list will be abolished 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 education and/or experience requirements for this examination by **April 2, 2012**, the final filing date.

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

All applications/resumes must include "from" and "to" employment dates (month/day/year), time base, and applicable civil service class titles. Applications/resumes received without this information will be rejected.

MINIMUM QUALIFICATIONS

Qualifying experience may be combined on a proportionate basis if the requirements stated include more than one pattern and are distinguished as "**Either**" I, "**Or**" II, "**Or**" III, etc. For example, candidates possessing 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 the examination as meeting 100% of the overall experience requirement.

Possession of a valid California Land Surveyor's license. (A certificate of Registration as a Civil Engineer issued by the California Board of Registration for Professional Engineers and Land Surveyors prior to January 1, 1982, satisfies this requirement.) (Applicants who do not possess the required license or certificate will be admitted into the examination, but must secure the license or certificate prior to appointment.)

and

"Either" I

Two years of experience performing duties equivalent to a Senior Land Surveyor in the California State service.

"Or" II

Broad and extensive (more than five years) land surveying experience, three years of which would include supervising a major program element of a large surveying operation equivalent in responsibility to the Senior Land Surveyor level in the California State service.

POSITION DESCRIPTION

This is the managerial level of the series. Within the largest surveying and property inventory programs, incumbents, under administrative direction, plan, organize and direct land, photogrammetry and right of way surveying projects, and provide expert advice to top management on the most critical and complex land photogrammetry, right of way surveying projects, and leasing and acquisition of real property. This level will function as the Chief Surveyor and Real Property Manger for the Department.

EXAMINATION INFORMATION

Qualifications Appraisal Interview: It is anticipated that interviews will be held during **April/May 2012**.

The examination will consist of a qualifications appraisal 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 rating of 70% must be attained. **CANDIDATES WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

KNOWLEDGE AND ABILITIES

Scope:

Knowledge of:

1. Mission, values, and goals of the California Department of Forestry and Fire Protection (CAL FIRE).
2. The Professional Land Surveyors' Act and the responsibilities as defined within.
3. Department organizational structure and hierarchy to effectively communicate within the Department.
4. System planning and surveying economics to meet the needs of the Department.
5. Computer applications (e.g., AutoCAD, Carlson Software) for mapping, construction, and drafting.
6. Photogrammetry for the process of making maps from photographs.
7. Surveying elements (e.g., geometry, engineering, trigonometry, legal principles) to accurately establish boundaries of ownership.
8. Basic science (e.g., nature, astronomy, geology) as applied to surveying.
9. The use and adjustment of precision surveying instruments.
10. A high level of technical language for effective written and verbal communication.
11. The principles of safe surveying practices to maintain a safe work environment.
12. Attendance and leave standards and procedures to accurately maintain employee records.
13. The Department's policy on zero tolerance to prevent discrimination in the workplace.
14. Process of Due Diligence as it relates to real property, title, and property rights.

15. Principles, methods, and techniques used in the acquisition or disposition of real property and in negotiating commercial leases.
16. Legal procedures and documents involved in real property transactions.
17. Acquisitions, eminent domain, and leasing of real property.
18. Procedures and documents involved in the State contracting process.
19. Public Works Contract processes for Capital Outlay Projects.
20. State and county policies and procedures to negotiate and advise on complex surveying projects.
21. The record of survey requirements in State and local jurisdictions relating to surveys of property lines, land boundaries, or property disputes that are made public as mandated by the Professional Land Surveyors Act.
22. The State Administrative Manual and government codes to find necessary information related to daily functions of the job.
23. The California Coordinate System for all new survey and mapping projects.
24. The American Congress on Surveying and Mapping Standards as the science and art of making essential measurements.
25. Watershed principles and procedures as it pertains to development and planning strategies.
26. Flood plains to determine development and planning strategies to provide elevation information to ensure compliance with floodplain ordinances.
27. Geologic formations and shifting plates as it pertains to geologic surveying.
28. Methods, procedures, equipment, and materials used in land surveying.
29. The Public Lands Survey System as a method used to survey and identify land parcels.
30. Principles and practices of boundary determination as the point of origin for jurisdictional boundaries and the boundary between public and private ownership.
31. Principles and practices of title research as a survey tool to determine a legal property boundary.
32. Methods of writing legal descriptions and how it relates to real property and current surveying systems.
33. Surveying methods in determining ownership of real property.
34. The application of the California Environmental Quality Act to identify potential impacts from building on historical landmarks and wetlands.
35. Real Property acquisition and mapping laws pertaining to public and private ownership of real property.
36. Planning, design, and construction procedures as they relate to surveys.
37. California water rights laws and licensing inspection process as it relates to water rights with or without reservoirs.
38. Applicable laws, regulations, and internal policies (e.g., Injury and Illness Prevention Program, Cal/OSHA, Violence in the Workplace Policy, Workers Compensation Program) for employee workplace safety and protection.
39. Requisitions (e.g., bid requests, acquisitions, purchase documentation) for leasing, purchasing, and necessary supplies of daily operations.

Ability to:

1. Complete work commitments timely and efficiently.
2. Choose the correct mathematical formulas (i.e., statistical, trigonometric) as it relates to surveying.
3. Tactfully and diplomatically arbitrate conflicts between opposing viewpoints.
4. Review the work of others for compliance with legal requirements, policies, and specifications.
5. Evaluate computer hardware and software utilized in land surveying, real property inventory, scheduling, and management.
6. Read and write in English to effectively exchange information and accomplish daily tasks.
7. Comprehend and verbally communicate in English to exchange ideas and accomplish daily tasks.
8. Effectively lead a team of professionals toward the Department's goals and mission.
9. Analyze situations accurately and adopt an effective course of action.
10. Verbally communicate in a variety of forums.
11. Organize and conduct meetings with various organizations (e.g., allied agencies, task forces, professional organizations).
12. Work in a team environment for problem solving and decision making.
13. Communicate effectively with employees and management to exchange information and accomplish daily activities.
14. Determine and establish priorities for the completion of assignments.
15. Interpret and explain codes, rules, and CAL FIRE policies and procedures.
16. Prepare concise, accurate, and well written reports.
17. Prepare clear and comprehensive technical correspondence.
18. Apply laws, policies, rules, and regulations relating to the appraisal, acquisition, and leasing of real property for public use purposes.
19. Plan the work of licensed surveyors, engineers, and administrative staff.
20. Direct the work of licensed surveyors, engineers, and administrative staff.
21. Judge the quality of work and performance of staff.

22. Follow oral and written directions.
23. Work effectively in chain of command organization.
24. Administer and coordinate the Department's surveying program.
25. Supervise the preparation of appraisal maps, deeds, and interpretation of legal property descriptions.
26. Coordinate the preparation of appraisal maps, deeds, and interpretation of legal property descriptions.
27. Plan the work of staff engaged in resolution of legal property descriptions.
28. Direct the work of staff engaged in resolution of legal property descriptions.
29. Plan the work of contractors and other departments.
30. Direct the work of contractors and other departments.
31. Work independently, make decisions, and take appropriate action with little or no direction in emergency and non-emergency situations.
32. Understand assumptions and constraints in a work product or assignment.
33. Represent the Department with a pleasant, proper, and cooperative demeanor.
34. Communicate with all levels of staff and management within the Department.
35. Communicate with the public and other government agencies in a professional manner.
36. Effectively use computer applications (e.g., Word, Excel, Microsoft Access) to produce reports and documents of a technical nature.
37. Learn and utilize new products and technology for the effective performance of one's duties.

VETERANS PREFERENCE

Veterans' preference credits are not granted in promotional examinations.

CAREER CREDITS

Career credits are not granted in promotional examinations.

CONTACT INFORMATION

Department of Forestry and Fire Protection
P.O. Box 944246
Sacramento, California 94244-2460
(916) 445-7824

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

1 (800) 735-2929 (TT/TDD) 1 (800) 735-2922 (Voice)

STS is Speech-to-Speech Service for persons with a speech disability and is reachable at 1 (800) 854-7784 (California) or 1 (800) 947-8642 (Nationwide)

DISCLAIMER

Please click on the link below to review the official California State Personnel Board class specification:

<http://spb.ca.gov/jobs/resources/jobspecs.htm>

GENERAL INFORMATION

For an examination with a written feature, it is the candidate's responsibility to contact the Department of Forestry and Fire Protection, (916) 445-7824, three days prior to the written test date if he/she has not received his/her notice of appointment.

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

If a candidate's notice of oral interview or performance test fails to reach him/her three days prior to their scheduled appointment due to a verified postal error, he/she will be rescheduled upon written request.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. However, locations of interviews or performance evaluations may be limited or extended as conditions warrant.

Applications are available at <http://jobs.ca.gov/Profile/Profile>, State Personnel Board offices, local offices of the Employment Development Department and the testing Department on this job bulletin.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The testing Department 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 competitors will be notified.

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 classification. 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.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment and military veterans that meet all the minimum qualifications. Under certain circumstances, other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at Departmental personnel offices, at the State Personnel Board office, or www.jobs.ca.gov.

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.

Veterans' Preference Points: California Law (Government Code 18971-18978) allows the granting of Veterans' Preference Points in open entrance and open, non-promotional entrance examinations. Veterans' Preference Points will be added to the final score of all competitors who are successful in these types of examinations, and who qualify for, and have requested these points by mail. **In open (only)** entrance examinations, Veterans' Preference Points are granted as follows: 10 points for veterans, widows, and widowers of veterans, and spouses of 100% disabled veterans (5 points for widows, widowers, and spouses if the veteran was in the National Guard); and 15 points for disabled veterans. **In open, non-promotional** entrance examinations, Veterans' Preference Points are granted as follows: 10 points for veterans and 15 points for disabled veterans. Employees who have achieved permanent State civil service status are not eligible to receive Veterans' Preference Points. "Permanent State civil service status" means the status of an employee who is lawfully retained in his/her position after completion of the applicable probationary period. This includes permanent intermittent, part-time, and full-time appointments. In addition, individuals who at any time achieved permanent State civil service status and subsequently resigned, or were dismissed from State civil service are not eligible to receive Veterans' Preference Points. Veteran status is verified by the State Personnel Board (SPB). Directions to apply for Veterans' Preference Points are on the Veterans' Preference Application (STD. Form 1093), which is available at www.spb.ca.gov or from the State Personnel Board, 801 Capitol Mall, Sacramento, CA 95814, and the Department of Veterans Affairs.

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). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination. Such examinations cannot be for managerial positions described in Government Code Section 3513. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their service status in the appropriate section of the Examination/Employment Application. (STD. 678) (Section 4 of Article VII of the California Constitution is posted at the State Personnel Board, 801 Capitol Mall, Sacramento, CA 95814).

Felony Disqualification: You are disqualified from being employed as a peace officer if: 1) you have been convicted of a felony in California or any other State; 2) you have been convicted of any offense in any other State which would have been a felony if committed in California; 3) you have been charged with a felony and adjudged by a superior court to be mentally incompetent; 4) you have been adjudged addicted or in danger of becoming addicted to narcotics, convicted, and committed to a State institution. If you have been convicted of a felony, you may be allowed to participate in this examination if your conviction(s): 1) has/have been sealed under Penal Code Section 851.7, 851.8, 1203.45, or Health and Safety Code Section 11361.5; 2) has/have been expunged or is/are expugnable pursuant to Health and Safety Code Section 11361.5 regarding marijuana offenses; 3) was/were stipulated or designated to be a lesser included offense of marijuana possession under Health and Safety Code Section 11557 or 11366.

Confidentiality and Security: Pursuant to Government Code Sections 19680(c) and 19681(b) it is unlawful to copy and/or furnish confidential examination material for the purpose of either improving or injuring the chances of any person or to obtain examination questions or other examination material before, during, or after an examination. Every person violating these provisions is guilty of a misdemeanor, and adverse action will be pursued. This may result in the person being barred from competition in future examinations, withheld from certification lists, or cancellation of eligibility for employment in State civil service.