



FORESTRY LOGISTICS OFFICER I

Exam Code: 2FS07

Department:	Forestry & Fire Protection
Final Filing Date:	10/26/2012
Type of Recruitment:	Open - Nonpromotional
Salary:	MONTHLY-RANGED-SALARY Range A \$3168 - \$3996 Range B \$3446 - \$4397
Employment Type:	Permanent Full-time Permanent Part-time Permanent Intermittent Limited Term Full-time Limited Term Part-Time Limited Term Intermittent
Exam Type:	State-wide

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. This is an open-nonpromotional examination. Applications will NOT be accepted on a promotional basis.

FILING INSTRUCTIONS

Final File Date: **October 26, 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 CALIFORNIA DEPARTMENT OF HUMAN RESOURCES.

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, **October 26, 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) 445-7801.

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

Range A: \$3168 - \$3996
Range B: \$3446 - \$4397

Range A. This range shall apply to incumbents who do not meet the criteria for payment in Range B.

Range B. This range shall apply to incumbents in positions approved by the Department of Personnel Administration's and the State Personnel Board's staff as having regular, direct responsibility for work supervision, on the job training, and work performance evaluation of at least two inmates, wards or resident workers who substantially replace civil service employees for a total of at least 173 allocated hours of inmates', wards', or resident workers' time per pay period.

This range may also apply to employees in positions approved by the Department of Personnel Administration's staff as having direct supervisory responsibility over incumbents who meet the conditions stated above.

Exception: Employees in classes that are eligible for the Institutional Worker Supervision Pay (IWSP) Differential shall not be eligible for Alternate Range B.

Prior to movement to another class in State service, an employee receiving compensation under Range B shall first be returned to Range A at a salary rate which he/she would have received had he/she remained in Range A.

ELIGIBLE LIST INFORMATION

A Departmental open-nonpromotional 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 **October 26, 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 driver's license of the appropriate class issued by the Department of Motor Vehicles. Applicants who do not possess the license will be admitted into the examination but must secure the license prior to appointment.

"EITHER" I

One year of experience as a Materials and Stores Specialist in a business services assignment performing procurement, supply, redistribution, and inventory accounting duties.

"OR" II

Three years of logistical operations experience performing purchasing, requisition, receipt, storage, and redistribution of supplies and the inventory control duties, or a combination of these duties. (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 not less than that of Materials and Stores Specialist.)

ADDITIONAL DESIRABLE QUALIFICATIONS

Education equivalent to completion of the twelfth grade; completion of college-level work in the fields of accounting, business administration and/or fire science; logistics experience in an emergency response organization; willingness to perform heavy lifting; work long irregular hours; travel throughout the State for extended periods; only mildly susceptible to poison oak.

POSITION DESCRIPTION

This is the entry and journey level in the class series. Incumbents are responsible for planning, organizing, and managing the logistical operations either (1) within a ranger unit, under the direction of a State Forest Ranger II, or (2) at region headquarters, assisting in the management of the logistics operations.

EXAMINATION INFORMATION

Qualifications Appraisal Interview: It is anticipated that interviews will be held during **November/December 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, SKILLS, AND ABILITIES

Scope:

A. Knowledge of:

1. Grammar sufficient to enable effective written and oral communication and to review and approve the written work of others.
2. Budget practices sufficient to oversee the tracking and forecasting of expenditures, and maintain budget controls within allotted guidelines meeting operational needs.
3. Purchasing practices sufficient to oversee the tracking and forecasting of expenditures, and maintain budget controls within allotted guidelines meeting operational needs.
4. Equipment (e.g., forklifts, pallet-jack, hand trucks) used in storing, caring for, and distributing provisions, supplies, and equipment.
5. Equipment and supplies (e.g., fire, medical, office) suitable to meet the needs and goals of the California Department of Forestry and Fire Protection (CAL FIRE).
6. Methods and practices used in inventory management (e.g., recording, inspecting, maintaining) to maintain minimum levels of inventory.
7. Defensive driving and rules of the road to drive safely.
8. How to use and operate office equipment (e.g., calculator, computer, fax machine) to complete necessary administrative duties (e.g., inventory, logs, record keeping).
9. How to read and comprehend in order to use resources (e.g., handbooks, instructions, policies).
10. Basic math (e.g., addition, subtraction, multiplication, division) to complete job duties (e.g., inventory, ordering, purchasing).
11. How to effectively communicate with others (e.g., colleagues, local fire agencies, vendors) to accomplish necessary tasks.
12. Maintaining and organizing filing systems to keep an account of records.
13. Health and safety codes and regulations. (e.g., proper lifting techniques, tripping hazards, chemical spills) to ensure a safe working environment.
14. Use of the Internet to utilize as a resource for research.

B. Skill to:

1. Operate a computer to accomplish administrative duties and record keeping.
2. Manipulate software (e.g., Excel, Outlook, Word) to accomplish administrative duties and record keeping.
3. Operate various types of office equipment (e.g., calculator, copier, fax machine) to accomplish administrative duties.
4. Safely drive a variety of Department vehicles (e.g., stake side, truck, van) in a variety of weather conditions and topography.
5. Safely operate a forklift, pallet jack, and other material handling equipment in order to transport materials safely.
6. Perform minor office equipment maintenance (e.g., changing ink cartridges, trouble shooting a copier) to ensure proper operation and reduce repair expenses.
7. Safely maneuver and lift heavy and bulky items to minimize injuries when transporting materials.
8. Load and secure items into a vehicle for safe transportation.

C. Ability to:

1. Organize and prioritize tasks to accomplish work in a timely manner.
2. Plan and stay on track to accomplish urgent and immediate needs of the job.
3. Multi task to complete daily work assignments and to support emergency incidents.
4. Read and write in English to accomplish assigned work.
5. Clearly communicate verbally and in writing to convey information and to accomplish work assignments.
6. Use diplomacy while communicating and working with a variety of individuals to maintain a professional work environment.
7. Work independently to accomplish work assignments.
8. Analyze various situations accurately and take effective action to accomplish work assignments.
9. Plan, organize, and evaluate work of others to ensure effective job performance.
10. Assess when a task is beyond your capabilities and ask for help to minimize potential errors.
11. Locate, order, and purchase commodities utilizing various sources to ensure the needs of the Unit or incident are met.
12. Drive safely and maintain a good driving record to ensure health and safety.
13. Drive for extended periods of time and work safely to maintain a safe work environment.

14. Work safely for extended periods of time to maintain a safe work environment.
15. Prepare inventories to ensure accountability.
16. Reconcile inventories to ensure accountability.
17. Prepare contracts, service agreements, and purchase documents to support the needs of the Department.
18. Lift and carry 50 pounds repeatedly over the period of a work day to complete duties of the position.
19. Operate warehouse equipment to lift heavy objects independently to accomplish tasks.
20. Remain calm in emergency situations to minimize errors.

VETERANS PREFERENCE

Veterans' preference credits will be added to the final score for all competitors who are successful in this examination and who qualify for, and have requested these points. **VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS' CREDITS.**

CAREER CREDITS

Three career credits will be added to the final score of all competitors in this examination who qualify for the credits and attain a passing mark on the examination. (See "General Information" on this bulletin for information regarding career credits.)

PERSONAL CHARACTERISTICS

Persons appointed to positions in this class must be willing to work long and irregular hours including weekends and holidays; willingness to work independently; willingness to travel anywhere at anytime; willingness to work outdoors in various environmental conditions (cold, smoky, hot, windy); willingness to work with the public (citizens, sales people, vendors); willingness to wear the required Department uniform; willingness to wear personal protective equipment; willingness to maintain basic grooming standards according to Department policy; willingness to take on additional responsibilities; willingness to receive instruction from various levels of personnel on an incident; willingness to perform multiple Incident Command System functions simultaneously to meet the needs of the incident; willingness to work in close proximity to an active fire line; willingness to be flexible due to changing priorities.

CONTACT INFORMATION

Department of Forestry and Fire Protection
P.O. Box 944246
Sacramento, California 94244-2460
(916) 445-7801

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 go to the following website to review the official California Department of Human Resources (CalHR) class specification: <http://www.calhr.ca.gov/state-hr-professionals/pages/8894.aspx>

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) 445-7801, 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 online at CalHR, 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 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.jobs.ca.gov or 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).

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.