



FORESTRY ASSISTANT II

Exam Code: 1FS34

DEPARTMENT(S):	Department of Forestry & Fire Protection
OPENING DATE:	November 17, 2021
FINAL FILING DATE:	December 17, 2021
EXAM TYPE:	OPEN
SALARY:	\$4,482.00 - \$6,218.00
LOCATIONS:	Statewide

EQUAL EMPLOYMENT & DRUG FREE STATEMENTS

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to 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.

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 CAN APPLY

Persons who meet the minimum qualifications of the classification, as stated on this examination bulletin. All applicants must meet the education and/or experience requirements by the final filing date of **December 17, 2021** unless otherwise noted on the class specification.

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, mark the appropriate box on the application and you **MUST** submit the [Accommodation Request Form \(STD. 679\)](#) with your application. This can also be found on the California Department of Human Resources website.

HOW TO APPLY

To apply for this examination, please complete and return the following:

- [Examination/Employment Application \(STD.678\)](#). This can also be found on the California Department of Human Resources' website. *You may submit your application by mail or in person.*
- A Training and Experience Narrative is a written document responding to the questions in the **EXAMINATION INFORMATION** which will demonstrate how your background meets the knowledge, skills, and abilities cited in this examination bulletin.

SUBMIT BY MAIL:

Department of Forestry and Fire Protection
710 Riverpoint Court
West Sacramento, CA 95605
Examination Unit – (Attn: Diana Valenciano)

DO NOT SUBMIT APPLICATIONS VIA E-mail

Applications postmarked or personally delivered after the final filing date of **December 17, 2021** will not be accepted for any reason.

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.

PLEASE NOTE

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.

If using the United States Postal Service (USPS) for delivery, there is no guarantee that your application will be postmarked and arrive by the final filing date. If your application does not have a postmark and arrives after the final filing date, your application will not be accepted into the examination.

Therefore, to ensure timely delivery of your application, it is recommended that you use either parcel service, or certified mail. Using one of these options will provide proof the application was sent prior to the final filing date.

EXAMINATION INFORMATION

To obtain a position on the eligible list, applicants must receive a minimum rating of 70% on the examination. *This exam will consist of the following:*

TRAINING AND EXPERIENCE NARRATIVE WEIGHTED AT 100%

A TRAINING AND EXPERIENCE NARRATIVE DOCUMENT WHICH RESPONDS TO THE FOLLOWING THREE (3) QUESTIONS:

1. Describe three (3) or more of the following forestry skills and/or subject areas and why they are important in resource management: Map reading, cruising methods, stocking survey, silviculture, dendrology.
2. You are the project lead working on one (1) work site with multiple crews. All crew members are working as normal when you notice a crew member suffers a moderate-to-severe injury. What steps would you take in handling this situation?
3. You are assisting a Registered Professional Forester (RPF) on a project plan and come across an unmapped/unclassified water course. What steps would you take to assess, document and protect the water course?

When preparing your Training and Experience Narrative; follow the instructions below:

- Nothing smaller than Arial 10-point font
- Limit your responses to no more than a total of three (3) pages (**Only the first three (3) pages will be scored**)
- Your document **MUST** be typewritten (**NO handwritten narratives**)
- Please clearly label the number that corresponds to the question to which you are responding.
- You may include multiple responses on a single page.

In this type of exam, the TRAINING AND EXPERIENCE NARRATIVE DOCUMENT is the examination. It is imperative you refer to the knowledge, skills, and abilities when responding to the questions above.

APPLICATIONS RECEIVED WITHOUT THE NARRATIVE MAY RECEIVE A DISQUALIFYING SCORE.

PLEASE NOTE: All exam questions are based on the Knowledge, Skills and Abilities listed in this bulletin and the [Forestry Assistant II](#) classification specification which is located on the CAL HR website. Use this information when preparing for this exam and retain this bulletin for your reference. It is anticipated Training and Experience Narrative evaluations will be held in **January/February 2022**

MINIMUM QUALIFICATIONS

EITHER I

EXPERIENCE: Three years of experience in California state service performing the duties of a Forestry Assistant I. (Candidates who are within six months of meeting experience requirements may take the examination but cannot be appointed until they have obtained the required experience.)

OR II

EXPERIENCE: Five years of progressively responsible resource management experience. (Qualifying experience includes: reforestation, timber harvest operations, urban forestry, or other related forestry work; environmental protection work; fire control experience in the California Department of Forestry and Fire Protection, of which a minimum of two years must have been at a level of responsibility equivalent to the class of Fire Apparatus Engineer.)

OR III

EDUCATION: Equivalent to graduation from college with a degree in forestry, natural resource management, conservation, or a closely related subject. (Registration as a senior will admit applicants to the examination, but they must produce evidence of graduation or its equivalent before they can be considered eligible for appointment.)

APPLICANTS QUALIFYING UNDER PATTERN III ABOVE MUST INCLUDE A COPY OF THEIR COLLEGE TRANSCRIPT(S) AND/OR DEGREE.

ADDITIONAL DESIRABLE QUALIFICATIONS

Possession of a valid California driver license of the appropriate class issued by the Department of Motor Vehicles.

ELIGIBLE INFORMATION

A Departmental 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.

POSITION DESCRIPTION

This is the first working level in the series. Incumbents assist Foresters and State Forest Rangers in performing the most complex technical assignments in resource management and assume lead responsibility over lower level technicians. They may also perform as specialists responsible for a specific segment of a program area, including but not limited to law enforcement. As part of the Department's emergency response team, during fire season incumbents will perform fire control or other emergency duties for which they have been trained at a level of responsibility comparable to the classification of Fire Captain and may occasionally perform such assignments at other times. Rotation in assignments at this level is planned experience for employee development. Incumbents at this level will be encouraged to pursue formal academic course work and will be enrolled in "Continuing Education for Foresters" as necessary to enhance job performance and career advancement. In addition, persons entering State service at this level will, as necessary, receive in a timely manner and prior to working in emergency assignments, all training specific to the Forestry Technician and Forestry Assistant I levels. One of the requirements for permanent status in this class is successful completion of the required training.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

1. Communication devices (e.g., cell phones, two-way radios, laptops/tablets, desktop computers) to effectively communicate with staff, stakeholders, agencies, and the public.
2. Map reading, cruising methods, stocking survey, silviculture, and dendrology to complete forestry tasks.
3. General resource management principles, practices, and conservation techniques to meet the Department's mission.
4. The maintenance, application, and replacement of Personal Protective Equipment to ensure personal/personnel safety.
5. Various Department of Forestry and Fire Protection program functions and their elements (e.g., State Forest Program, Nursery Program, Urban Forestry, Fire Control) to perform the duties as required to fulfill the Department's mission.
6. Proper spelling, grammar, punctuation, and sentence structure to ensure that written materials are complete, concise, and error-free.

7. Word processing, spreadsheet software, electronic mail, and calendaring software (e.g., Microsoft Office Suite) to prepare correspondence and reports.
8. Basic fire science, prevention, firefighting methods and tactics to support the protection of life, property, and the environment.
9. Department policies, procedures, and strategies to understand and accomplish the mission of the Department.
10. Mathematics (e.g., arithmetic, algebra, geometry, statistics) and their applications in Forestry to accurately complete assigned daily duties.
11. Various calculations (e.g., mensuration, spatial, volume) for plan preparation, inspection, and review.
12. Disease and pests associated with wildlands and urban landscapes to assist the Registered Professional Forester to prevent further spread of pests and destruction of natural resources.
13. Specialized computer software programs (e.g., Geographical Information System) for analyzing and managing all types of geographically referenced data.
14. Forest engineering (e.g., road layout, watercourse crossings, harvesting methods) necessary to assist the Registered Professional Forester in developing a planned project.

Skill to:

1. Operate appropriate Department vehicles (e.g., pick-up, stake-side, fire engine) in all weather conditions and terrain in accordance with applicable laws, regulations, and Department policies and procedures to ensure safe and effective operations.
2. Observe the environment and exercise situational awareness (e.g., marijuana plantations, animals, hazardous trees, dangerous surroundings) to ensure personal/personnel safety.
3. Utilize computer and mobile equipment technologies (e.g., laptop, tablet, cell phone, desktop) and related software to effectively communicate with staff, stakeholders, agencies, and public or private entities.
4. Operate computer programs efficiently (e.g., Microsoft Suite, mapping) to perform daily job functions.
5. Safely operate and maintain forestry tools and equipment (e.g., compass, clinometer, hand tools, GPS) accurately and efficiently to perform job duties effectively.

Ability to:

1. Understand instructions to carry out assignments as directed by supervisor.
2. Communicate (e.g., oral, writing, electronically) with co-workers, supervisors, other agencies, and the public to effectively share information.
3. Work independently or in a group setting to effectively perform collaborative tasks.
4. Read and interpret maps (e.g., topographical, road, watershed) for navigation and project planning purposes.

5. Perform arduous and physically demanding work in all weather conditions and terrain to meet the demands of the Department's mission.
6. Utilize good judgment and take appropriate action in emergency situations to ensure personal/personnel and public safety.
7. Understand and employ good safety practices (e.g., tailgate session, training, work practices) and exercise situational awareness (e.g., marijuana plantations, animals, hazardous trees, dangerous surroundings) to ensure personal/personnel safety.
8. Work independently, make decisions, and take appropriate action with little or no direction or supervision in emergency and non-emergency situations to safely complete tasks.
9. Remain calm and perform effectively in high stress situations to perform job duties.
10. Organize, prioritize, and complete work assignments in a timely and efficient manner to meet program objectives.
11. Perform work with attention to detail in an accurate and thorough manner to meet program objectives.
12. Identify job related problems (e.g., unsafe work conditions, technical, environmental) that may impact work performance and present solutions to minimize interruptions to operations.
13. Appropriately address frustrated, angry, or otherwise emotional individuals (e.g. public, personnel) to deescalate the situation.
14. Collect, evaluate, and maintain data (e.g., inventory, maps, forms) to perform job duties.
15. Read and interpret reference manuals, training materials, data, and correspondence to acquire knowledge essential to the performance of the job.
16. Lead others in daily assignments through example to successfully accomplish work assignments.
17. Interpret laws, rules, regulations, and policy (e.g., Public Resources Code, California Code of Regulations, Pesticide Regulations, California Occupational Safety and Health Administration) to apply them effectively.
18. Travel long distances for extended periods in emergency and non-emergency circumstances to accomplish the responsibilities of the Department.
19. Adapt to changing work demands, priorities, and environments to meet program needs.
20. Accept increasing responsibility in the level of difficulty of tasks performed to improve performance and enhance career development opportunities.
21. Prepare and/or maintain technical reports and records (e.g., herbicide application, inspection) to meet program needs.
22. Conduct complex technical assignments (e.g., road layout, cruise design) with minimal guidance to perform job duties while following all Department safety standards.
23. Safely operate and maintain a variety of fire suppression tools and equipment (e.g., chain saw, hand tools, fire hose, medical equipment, Global Positioning System) to ensure operational readiness.
24. Identify and evaluate vegetation conditions (e.g., stocking, composition, fuel moisture) to determine and apply appropriate management practices.

VETERANS' PREFERENCE

Veterans' Preference will be granted for 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 Veterans' Preference. 2) An entrance examination is defined, under the law, as any open competitive examination. And 3) Veterans' Preference is not granted once a person achieves permanent civil service status. Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application (Std. Form 1093), which is available at [CAL HR Veterans Information](#).

CONTACT INFORMATION

Department of Forestry and Fire Protection
(916) 894-9580
CALFIREExams@fire.ca.gov

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)

GENERAL INFORMATION

For all examinations (with or without a written feature), it is the candidate's responsibility to contact the Department of Forestry and Fire Protection, (916) 894-9580, three weeks after the cut-off/final filing date if he/she has not received a progress notification or notice to appear.

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 Department of Forestry and Fire Protection 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.

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.

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.

How to apply for Veterans' Preference: The California Department of Human Resources (CalHR) has information on how to apply for Veterans' Preference at [CAL HR Veterans Information](#), and the Application for Veterans' Preference Application for (CalHR 1093).