



## SUPERVISING GROUNDSKEEPER 1 & 2

**Exam Code:** 1GS18-01/02  
**Department:** State of California  
**Exam Type:** Servicewide, Open  
**Final Filing Date:** Continuous

### CLASSIFICATION DETAILS

#### Salary Range:

Supervising Groundskeeper 1: Range A: \$4,115.00 - \$5,191.00  
Range B: \$4,516.00 - \$5,696.00  
Supervising Groundskeeper 2: Range A: \$4,888.00 - \$6,048.00  
Range B: \$5,353.00 - \$6,641.00

View the [Supervising Groundskeeper 1](#) and [Supervising Groundskeeper 2](#) classification specifications.

### APPLICATION INSTRUCTIONS

Final Filing Date: Continuous

#### 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 **twelve (12)** months.

#### How to Apply:

All applicants must complete and submit an [Examination Application \(STD. 678\)](#), **AND** the [Qualifications Assessment](#) found at the end of this exam bulletin.

Examination Application (STD 678) forms are also available at the California Department of Human Resources, local offices of the Employment Development Department, and through your [CalCareer Account](#).

You may submit your examination application package by mail to:

**Department of General Services  
Office of Human Resources  
Attention: Examination Unit  
P.O. Box 989052  
West Sacramento, CA 95798-9052**

OR submit in person at:

**Department of General Services  
Office of Human Resources  
707 3rd Street, 7th Floor  
West Sacramento, CA 95605**

**Note:**

If you are personally delivering your application and Qualifications Assessment, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, to the street address listed above.

The examination title(s) must be indicated on the application. Resumes alone will not be accepted.

Faxed or emailed applications and Qualifications Assessments will not be accepted.

Completed and signed exam Applications (STD. 678), **and** Qualifications Assessments must be received by the cut-off date in order to be considered. If an application is received after the cut-off date with a late or missing postmark, the application is considered late and will be included in the next cut-off date for processing. It is the applicant's responsibility to submit their application on time and to ensure the envelope is postmarked if applying by way of U.S. mail, or contains proof of timely deposit with a parcel delivery or courier service. Dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the United States Postal Service (USPS), are not considered Postmark dates for the purpose of determining timely filing of an application.

**Special Testing Arrangements:**

If you require special testing arrangements due to a verified disability or medical condition, please contact:

California Department of Human Resources  
CalCareer Service Center  
1810 16<sup>th</sup> Street  
Sacramento, CA 95814

Phone: (866) 844-8671

Email: [CalCareer@CalHR.CA.GOV](mailto:CalCareer@CalHR.CA.GOV)

California Relay Service: 7-1-1 (TTY and voice)

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

## REQUIREMENTS FOR ADMITTANCE TO THE EXAM

Candidates must complete and submit the Qualifications Assessment along with his/her Examination Application (STD. 678). Candidates who meet the Minimum Qualifications will have their Qualifications Assessment rated.

Applicants must meet the experience/education Minimum Qualifications by the cut-off date.

Part-time or full-time jobs, regardless of whether paid or volunteer positions, and inside or outside of California state service will count towards experience.

**Your signature on your application indicates that you have read, understood, and possess the qualifications required.**

Applications and resumes MUST contain the following information: "to" and "from" dates (month/day/year), time base, civil service class title(s), and range, if applicable. Education information MUST include name of institution, course of study, semester or quarter units completed, degree (if applicable), and completion date. Applications/resumes received without this information may be rejected.

## CUT-OFF DATES

Applications will be accepted on a continuous basis. Applications received after the cut-off date will be included in the next administration for processing.

Cut-off dates for processing will be as follows:

March 15, 2022

June 15, 2022

September 15, 2022

December 15, 2022

**Note:** Applications and Qualification Assessments may be processed on a flow basis prior to the cut-off date to meet the hiring needs of the department. Additionally, cut-off dates are subject to change or cancellation at any time. Such changes or cancellations will be in accordance with civil service laws and rules.

Please contact the Department of General Services, Examinations Unit at (916) 376-5400 if you have not received your results after 4 weeks.

## **MINIMUM QUALIFICATIONS**

All applicants must meet the education and/or experience requirements as stated on this exam bulletin 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.

### **SUPERVISING GROUNDSKEEPER 1:**

#### **Either I**

One year performing the duties of a Lead Groundskeeper or three years performing the duties of a Groundskeeper in the California state service.

#### **Or II**

Four years of experience in planting and cultivating flowers, trees, lawns, and shrubs, and in general ground maintenance work, at least one year of which must have been in the care and maintenance of public parks, large private estates, institutions, in commercial nurseries landscape work or in highway landscaping work. (Completion of a two-year nondegree course in landscape design or landscape gardening may be substituted for two years of the required experience.)

### **SUPERVISING GROUNDSKEEPER 2:**

#### **Either I**

One year of experience performing the duties of a Supervising Groundskeeper I in the California state service.

#### **Or II**

Two years of supervisory experience in planting and cultivating flowers, trees, lawns, and shrubs, and in general grounds maintenance work at public parks, institutions, large private estates, or in commercial nurseries landscape work or highway landscaping work. (Completion of a two-year nondegree course in landscape design or landscape gardening may be substituted for one year of the required experience.)

**NOTE:** Applicants using education to meet the minimum requirements **MUST** provide a copy of their diploma, copy of official transcript (sealed envelope not necessary), statement and/or evaluation from an accredited U.S. college or university with their examination application.

## **POSITION DESCRIPTION**

### **SUPERVISING GROUNDSKEEPER 1:**

Under direction, to supervise and be responsible for the landscaping and grounds maintenance work at a State institution, other than one of the largest; to supervise and

instruct assistants in this work; may instruct, lead or supervise inmates, wards or resident workers; and to do other related work.

### **SUPERVISING GROUNDSKEEPER 2:**

Under direction, to supervise and be responsible for landscaping and grounds maintenance at one of the largest State landscaping installations; to supervise and instruct assistants in this work; to inspect large contract landscaping projects for compliance with contract specifications; may instruct, lead, or supervise inmates, wards or resident workers; and to do other related work.

**Positions are anticipated at various departments, statewide.**

## **EXAMINATION SCOPE**

This examination consists of the following components:

### **Qualifications Assessment - Weighted 100%**

This examination will consist of a Qualifications Assessment weighted 100%. Candidates must attain an overall minimum score of 70% in order to be placed on the eligible list.

The Qualifications Assessment is designed to elicit a range of specific information regarding each candidate's knowledge, skill, abilities, and potential to effectively perform the duties relative to the classification. Candidates who meet the minimum qualifications will have their Qualifications Assessment rated, and successful candidates will be placed on an eligible list. **Submission of the Qualifications Assessment is mandatory.** Candidates who do not submit a completed Qualifications Assessment will be eliminated from this examination.

**Scope:** Emphasis in the examination will be on measuring competitively, relative to job demands, each applicant's:

### **SUPERVISING GROUNDSKEEPER 1:**

#### **A. Knowledge of:**

1. Use of modern methods of propagating, planting, cultivating, and caring for trees, shrubs, flowers, and lawns
2. Plant pests and diseases and the methods for their control and eradication
3. Methods, materials, equipment, and tools used in gardening work
4. Principles of effective supervision
5. State's Equal Employment Opportunity (EEO) program objectives
6. Manager's role in the EEO program and the processes available to meet EEO objectives

#### **B. Skill in:**

1. Use of modern methods of propagating, planting, cultivating, and caring for trees, shrubs, flowers, and lawns

#### **C. Ability to:**

1. Read and write English at a level required for successful job performance
2. Plan, organize, and direct the work of others
3. Identify flowers, trees, and shrubs commonly grown in California

4. Plan minor ground beautification projects
5. Direct the layout and repair of roads and walks
6. Maintain sprinkling and drainage systems
7. Read and interpret landscaping plans and specifications
8. Prepare budget estimates and reports
9. Analyze situations accurately and take effective action
10. Effectively contribute to the State's EEO objectives

## **SUPERVISING GROUNDSKEEPER 2:**

### **A. Knowledge of:**

1. Modern methods of propagating, planting, cultivating, and caring for trees, shrubs, flowers, and lawns and skill in their use
2. Plant pests and diseases and methods for their control and eradication
3. Methods, materials, equipment, and tools used in gardening work
4. Principles of effective supervision
5. State's Equal Employment Opportunity (EEO) program objectives
6. Manager's role in the EEO program and the processes available to meet EEO objectives

### **B. Ability to:**

1. Read and write English at a level required for successful job performance
2. Plan, organize, and direct the work of others
3. Identify flowers, trees, and shrubs commonly grown in California
4. Plan minor ground beautification projects
5. Direct the layout and repair of roads and walks
6. Maintain sprinkling and drainage systems
7. Inspect contract landscaping work for compliance with contract specifications
8. Read and interpret landscaping plans and specifications
9. Prepare budget estimates and reports
10. Analyze situations accurately and take effective action
11. Effectively contribute to the State's EEO objectives

## **ADDITIONAL DESIRABLE QUALIFICATION**

Education equivalent to completion of the twelfth grade.

## **ELIGIBLE LIST INFORMATION**

Servicewide, open eligible lists for the Supervising Groundskeeper 1 and 2 classifications will be established for the State of California (all State of California departments, statewide).

Names of successful competitors will be merged onto the eligible lists in order of final score regardless of exam date. Eligibility expires **twenty-four (24) months** after it is established. Applicants must then retake the examination to reestablish eligibility.

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.

Veteran's status is verified by the California Department of Human Resources (CalHR). Information on this program and the [Veterans' Preference Application Form \(CalHR 1093\)](#) is available online. Additional information on veteran benefits is available at the [Department of Veterans Affairs](#).

Career Credits will not be added to the final score for this exam, because it does not meet the requirements to qualify for Career Credits.

## 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.

## TESTING DEPARTMENTS

State of California (all State of California departments)

## CONTACT INFORMATION

If you have questions concerning this announcement, please contact:

[California Department of General Services](#)

Office of Human Resources – Examination Unit

707 3<sup>rd</sup> Street, 7<sup>th</sup> Floor

West Sacramento, CA 95605

Phone: (916) 376-5400

Email: [Exams@dgs.ca.gov](mailto:Exams@dgs.ca.gov)

California Relay Service: 7-1-1 (TTY and voice)

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

## **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, and through your [CalCareer Account](#).

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 according to their score.

The California Department of Human Resources (CalHR) 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.

**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 12<sup>th</sup> 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.



# Supervising Groundskeeper 1 and 2

## Qualifications Assessment

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### GENERAL INSTRUCTIONS

#### READ INSTRUCTIONS CAREFULLY

This Qualifications Assessment is the examination for the Supervising Groundskeeper I and II classification(s). This examination will provide you with an opportunity to demonstrate your knowledge and experience in a variety of areas.

The information you provide will be rated based on objective criteria created by Subject Matter Experts. The rating will be used to determine your final score in this examination. If successful, your name will be placed onto eligible list(s) for the Supervising Groundskeeper I and/or II classification(s). The list(s) will be used by all State of California departments to fill existing positions statewide. A “Conditions of Employment” section is included in this examination which will allow you to select the location(s) and time base you are interested in working.

It is required that you personally complete this examination accurately and without assistance. This process is the entire examination for the classification(s). Therefore, please be sure to follow the instructions carefully as missing or incomplete information may result in disqualification or a low score. Additional instructions are provided on the following pages.

## **YOUR RESPONSES ARE SUBJECT TO VERIFICATION**

Please keep in mind that all information provided on this Qualifications Assessment will be subject to verification at any time during the examination process, hiring process, and even after gaining employment. Anyone who misrepresents his/her experience will be subject to adverse consequences, which could include the following action(s):

- Removal from the examination process
- Removal from the eligible list / certification list
- Loss of State employment
- Loss of rights to compete in any future state examination

## **WHAT DOES THE QUALIFICATIONS ASSESSMENT PACKAGE CONSIST OF?**

The Qualifications Assessment Package consists of the following:

- Complete the State of California [Examination Application \(STD. 678\)](#) and be sure to sign and date the application. Please refrain from writing “see resume” under the duties performed on the application.
- Your completed Qualifications Assessment.
- All documents required for completion: Candidate Information, Prior State Employment Information, Conditions of Employment, and signed Affirmation Statement.
- Any supporting documentation to meet the Minimum Qualifications (see bulletin). For example, if you are meeting the minimum qualifications with education, you must include a copy of your diploma and/or official transcript(s). A copy of the official marked transcript is sufficient. The seal may be broken on the envelope upon your receipt of your transcript.

If any of the above-mentioned documents are not completed and/or submitted, you may be disqualified from this examination.

## **MAILING INSTRUCTIONS**

You may submit your completed Qualifications Assessment Package by mail to:

Department of General Services  
Office of Human Resources  
Attention: Examination Unit  
PO Box 989052  
West Sacramento, CA 95798-9052

OR submit in person at the following address:

Department of General Services  
Office of Human Resources  
Attention: Examination Unit  
707 3<sup>rd</sup> Street, 7<sup>th</sup> Floor  
West Sacramento, CA 95605

### **Note:**

- Candidates whose Qualification Assessment Package is postmarked, personally delivered, or received via interoffice mail **after** the cut-off date will be included in the next administration for processing.
- Be sure your envelope has **adequate postage including a postmark date** if submitting via mail.
- 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.
- Facsimiles (FAX) OR email copies will **NOT** be accepted under any circumstances.
- Keep a photocopy of your completed Qualifications Assessment Package for your records.

## CANDIDATE INFORMATION

Name: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Home Telephone Number: \_\_\_\_\_

Work Telephone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

## PRIOR STATE EMPLOYMENT INFORMATION

Complete this next section **ONLY** if you have been previously dismissed from California State Civil Service employment by punitive action or as a result of disciplinary proceedings. **IF THIS DOES NOT APPLY TO YOU**, please skip this section.

State Personnel Board, Rule 211 provides that a dismissed State employee may only participate in State Civil Service examinations if he/she has obtained prior consent from the State Personnel Board.

Do you have written permission from the State Personnel Board Executive Officer to take this examination?

**YES**

**NO**

## CONDITIONS OF EMPLOYMENT

PLEASE MARK THE APPROPRIATE BOX(ES) OF YOUR CHOICE

If you are successful in this examination, your name will be placed on an active employment list and referred to fill vacancies according to the conditions you specify on this form below.

### TYPE OF APPOINTMENT YOU WILL ACCEPT

Please mark the appropriate box(es) - you may check "(A) Any" if you are willing to accept any type of employment.

**(D) Permanent Full-Time**

**(K) Limited-Term Full-Time**

**(R) Permanent Part-Time**

**(A) Any**

If all boxes are marked and you receive an appointment other than permanent full-time, your name will continue to be considered for permanent full-time positions.

### **LOCATION(S) YOU ARE WILLING TO WORK:**

(5) **ANYWHERE IN THE STATE** – If this box is marked, no further selection is necessary.

#### **NORTHERN CALIFORNIA COUNTIES**

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> (0100) Alameda County      | <input type="checkbox"/> (1800) Lassen County        | <input type="checkbox"/> (4500) Shasta County   |
| <input type="checkbox"/> (0200) Alpine County       | <input type="checkbox"/> (2100) Marin County         | <input type="checkbox"/> (4600) Sierra County   |
| <input type="checkbox"/> (0300) Amador County       | <input type="checkbox"/> (2300) Mendocino County     | <input type="checkbox"/> (4700) Siskiyou County |
| <input type="checkbox"/> (0400) Butte County        | <input type="checkbox"/> (2500) Modoc County         | <input type="checkbox"/> (4800) Solano County   |
| <input type="checkbox"/> (0500) Calaveras County    | <input type="checkbox"/> (2800) Napa County          | <input type="checkbox"/> (4900) Sonoma County   |
| <input type="checkbox"/> (0600) Colusa County       | <input type="checkbox"/> (2900) Nevada County        | <input type="checkbox"/> (5100) Sutter County   |
| <input type="checkbox"/> (0700) Contra Costa County | <input type="checkbox"/> (3100) Placer County        | <input type="checkbox"/> (5200) Tehama County   |
| <input type="checkbox"/> (0800) Del Norte County    | <input type="checkbox"/> (3200) Plumas County        | <input type="checkbox"/> (5300) Trinity County  |
| <input type="checkbox"/> (0900) El Dorado County    | <input type="checkbox"/> (3400) Sacramento County    | <input type="checkbox"/> (5500) Tuolumne County |
| <input type="checkbox"/> (1100) Glenn County        | <input type="checkbox"/> (3800) San Francisco County | <input type="checkbox"/> (5700) Yolo County     |
| <input type="checkbox"/> (1200) Humboldt County     | <input type="checkbox"/> (3900) San Joaquin County   | <input type="checkbox"/> (5800) Yuba County     |
| <input type="checkbox"/> (1700) Lake County         | <input type="checkbox"/> (4100) San Mateo County     |   |

#### **CENTRAL CALIFORNIA COUNTIES**

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> (1000) Fresno County | <input type="checkbox"/> (2200) Mariposa County   | <input type="checkbox"/> (4000) San Luis Obispo    |
| <input type="checkbox"/> (1400) Inyo County   | <input type="checkbox"/> (2400) Merced County     | <input type="checkbox"/> (4300) Santa Clara County |
| <input type="checkbox"/> (1500) Kern County   | <input type="checkbox"/> (2600) Mono County       | <input type="checkbox"/> (4400) Santa Cruz County  |
| <input type="checkbox"/> (1600) Kings County  | <input type="checkbox"/> (2700) Monterey County   | <input type="checkbox"/> (5000) Stanislaus County  |
| <input type="checkbox"/> (2000) Madera County | <input type="checkbox"/> (3500) San Benito County | <input type="checkbox"/> (5400) Tulare County      |

#### **SOUTHERN CALIFORNIA COUNTIES**

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> (1300) Imperial County    | <input type="checkbox"/> (3300) Riverside County | <input type="checkbox"/> (4200) Santa Barbara  |
| <input type="checkbox"/> (1900) Los Angeles County | <input type="checkbox"/> (3600) San Bernardino   | <input type="checkbox"/> (5600) Ventura County |
| <input type="checkbox"/> (3000) Orange County      | <input type="checkbox"/> (3700) San Diego County |  |

### **ADDRESS OR AVAILABILITY FOR EMPLOYMENT CHANGES**

After list release, successful candidates may update any address and/or availability for employment preference information by accessing their [CalCareer Account](http://www.calcareers.ca.gov) ([www.calcareers.ca.gov](http://www.calcareers.ca.gov)) on the California Department of Human Resources (CalHR) website or by notifying Department of General Services at the following address:

Department of General Services  
Office of Human Resources  
707 3<sup>rd</sup> Street, 7<sup>th</sup> Floor  
West Sacramento, CA 95605  
Attention: Examination Unit  
Phone: (916) 376-5400  
Email: [Exams@dgs.ca.gov](mailto:Exams@dgs.ca.gov)

## QUALIFICATIONS ASSESSMENT

### START HERE FOR THE SUPERVISING GROUNDSKEEPER I AND II QUALIFICATIONS ASSESSMENT

Read each task statement carefully and select the option that best relates to your experience. Your experience includes your education, training courses, and/or work experience (paid or unpaid).

1. Performs, oversees, trains and/or demonstrates to groundskeepers their duties of mowing, edging, and aerating of lawn areas using appropriate tools (e.g., power tools, hand tools, riding lawn mowers, edgers, trimmers, aerators).

**A. Select one that best relates to the length of your experience performing this task:**

- 60 or more months  
 43 to 59 months  
 31 to 42 months  
 13 to 30 months  
 0 to 12 months

**B. Select one that best relates to the frequency; how often you performed this task:**

- Daily  
 Weekly  
 Monthly  
 Yearly  
 Never

2. Performs, oversees, trains and/or demonstrates to groundskeepers their duties of cultivating and soil amending prior to planting, utilizing appropriate tools and resources (e.g., hoes, shovels, rototillers, compost, fertilizer, departmental and California Occupational Safety and Health Administration [Cal OSHA] policies).

**A. Select one that best relates to the length of your experience performing this task:**

- 60 or more months  
 43 to 59 months  
 31 to 42 months  
 13 to 30 months  
 0 to 12 months

**B. Select one that best relates to the frequency; how often you performed this task:**

- Daily  
 Weekly  
 Monthly  
 Yearly  
 Never

3. Performs, oversees, trains and/or demonstrates to groundskeepers the proper techniques of trimming and shaping shrubs and hedges, pruning and shaping various trees, and disposing of fallen limbs and branches, utilizing appropriate tools and resources (e.g., chain saws, pole saws, pruners, loppers, hand tools, power trimmers, rules and regulations, American National Standards Institute [ANSI], and/or Cal OSHA standards).

**A. Select one that best relates to the length of your experience performing this task:**

- 60 or more months  
 43 to 59 months  
 31 to 42 months  
 13 to 30 months  
 0 to 12 months

**B. Select one that best relates to the frequency; how often you performed this task:**

- Daily  
 Weekly  
 Monthly  
 Yearly  
 Never

4. Performs, oversees, trains and/or demonstrates to groundskeepers their duties of planting, transplanting, and watering flowers, trees, shrubs, groundcover, etc., utilizing appropriate tools and resources (e.g., hoses, portable water machines, irrigation systems, laws, rules, regulations, Governor's Executive Orders).

**A. Select one that best relates to the length of your experience performing this task:**

- 60 or more months  
 43 to 59 months  
 31 to 42 months  
 13 to 30 months  
 0 to 12 months

**B. Select one that best relates to the frequency; how often you performed this task:**

- Daily  
 Weekly  
 Monthly  
 Yearly  
 Never

5. Performs, oversees, trains and/or demonstrates to groundskeepers their duties of removing weeds, clearing leaves, underbrush, and litter from flower beds and other areas utilizing appropriate tools and resources (e.g., power rake, shovels, small utility vehicles, power leaf blowers, debris vacuum, sweeper trucks, standard pickup trucks).

**A. Select one that best relates to the length of your experience performing this task:**

- 60 or more months
- 43 to 59 months
- 31 to 42 months
- 13 to 30 months
- 0 to 12 months

**B. Select one that best relates to the frequency; how often you performed this task:**

- Daily
- Weekly
- Monthly
- Yearly
- Never

6. Performs, oversees, trains and/or demonstrates to groundskeepers their duties of sowing grass seed, laying sod, applying granule and/or liquid fertilizers to plants, trees, shrubs, ground cover, lawns, and annuals, using necessary personal protection equipment (PPE), and utilizing appropriate tools and resources (e.g., hand spreader, backpack sprayer, power sprayer, and power spreader pulled by a small utility vehicle, laws, rules and regulations, and manufacturer's recommendations and Material Safety Data Sheets [MSDS]).

**A. Select one that best relates to the length of your experience performing this task:**

- 60 or more months
- 43 to 59 months
- 31 to 42 months
- 13 to 30 months
- 0 to 12 months

**B. Select one that best relates to the frequency; how often you performed this task:**

- Daily
- Weekly
- Monthly
- Yearly
- Never



7. Visually inspects and monitors vegetation for damage, disease, pests and/or parasites for the prevention and control of unwanted diseases and pests.

**A. Select one that best relates to the length of your experience performing this task:**

- 60 or more months
- 43 to 59 months
- 31 to 42 months
- 13 to 30 months
- 0 to 12 months

**B. Select one that best relates to the frequency; how often you performed this task:**

- Daily
- Weekly
- Monthly
- Yearly
- Never

8. Performs, oversees, trains and/or demonstrates to groundskeepers their duties of applying pesticides as needed to control insects, diseases and pests using personal protection equipment (PPE) and utilizing appropriate tools and resources (e.g., hand spreader, backpack sprayer, power sprayer, power spreader pulled by a small utility vehicle, laws, rules and regulations, Cal OSHA standards, and manufacturer's recommendations).

**A. Select one that best relates to the length of your experience performing this task:**

- 60 or more months
- 43 to 59 months
- 31 to 42 months
- 13 to 30 months
- 0 to 12 months

**B. Select one that best relates to the frequency; how often you performed this task:**

- Daily
- Weekly
- Monthly
- Yearly
- Never

9. Performs, oversees, trains and/or demonstrates to groundskeepers their duties of constructing decorative planting borders and retaining walls from concrete, wood, brick, and plastic bender board utilizing appropriate tools and resources.

**A. Select one that best relates to the length of your experience performing this task:**

- 60 or more months
- 43 to 59 months
- 31 to 42 months
- 13 to 30 months
- 0 to 12 months

**B. Select one that best relates to the frequency; how often you performed this task:**

- Daily
- Weekly
- Monthly
- Yearly
- Never

10. Performs, oversees, trains and/or demonstrates to groundskeepers their duties of maintenance and cleaning of mow strips, bike paths, walkways made of various materials (e.g., concrete asphalt, decomposed granite, paver stones) utilizing appropriate tools and resources.

**A. Select one that best relates to the length of your experience performing this task:**

- 60 or more months
- 43 to 59 months
- 31 to 42 months
- 13 to 30 months
- 0 to 12 months

**B. Select one that best relates to the frequency; how often you performed this task:**

- Daily
- Weekly
- Monthly
- Yearly
- Never

11. Performs, oversees, trains and/or demonstrates installation, adjustment, setting, repair, and maintenance of various types of irrigation systems (e.g., drip, overhead, automatic, manual, low voltage controls, and valves, set irrigation schedules from controller or centralized computer system in accordance with local water restrictions) utilizing appropriate tools and resource.

**A. Select one that best relates to the length of your experience performing this task:**

- 60 or more months
- 43 to 59 months
- 31 to 42 months
- 13 to 30 months
- 0 to 12 months

**B. Select one that best relates to the frequency; how often you performed this task:**

- Daily
- Weekly
- Monthly
- Yearly
- Never

12. Performs, oversees, trains and/or demonstrates to groundskeepers their duties of cleaning out drainage ditches, catch basins, bio-swales drains and culverts utilizing appropriate tools and resources (e.g., shovels, water pumps, laws, rules and regulations, Governor's Executive Orders, Cal OSHA standards, policies, and recommendations for storm water pollution prevention).

**A. Select one that best relates to the length of your experience performing this task:**

- 60 or more months
- 43 to 59 months
- 31 to 42 months
- 13 to 30 months
- 0 to 12 months

**B. Select one that best relates to the frequency; how often you performed this task:**

- Daily
- Weekly
- Monthly
- Yearly
- Never

13. Performs, oversees, trains, and/or demonstrates preventive maintenance and/or minor repairs of various hand tools and gas-powered equipment (e.g., lawn mowers, leaf blowers, line trimmers).

**A. Select one that best relates to the length of your experience performing this task:**

- 60 or more months
- 43 to 59 months
- 31 to 42 months
- 13 to 30 months
- 0 to 12 months

**B. Select one that best relates to the frequency; how often you performed this task:**

- Daily
- Weekly
- Monthly
- Yearly
- Never

14. Monitors work site in order to identify and/or correct potential safety hazards, grounds maintenance problems, etc.

**A. Select one that best relates to the length of your experience performing this task:**

- 60 or more months
- 43 to 59 months
- 31 to 42 months
- 13 to 30 months
- 0 to 12 months

**B. Select one that best relates to the frequency; how often you performed this task:**

- Daily
- Weekly
- Monthly
- Yearly
- Never

15. Attends and/or conducts health and safety meetings, inspections, and/or training utilizing various resources (e.g., Injury and Illness Prevention Plan and safety plan, laws, rules, regulations, Cal OSHA standards) in order to avoid or minimize accidents and prevent personal injury while on the job.

**A. Select one that best relates to the length of your experience performing this task:**

- 60 or more months
- 43 to 59 months
- 31 to 42 months
- 13 to 30 months
- 0 to 12 months

**B. Select one that best relates to the frequency; how often you performed this task:**

- Daily
- Weekly
- Monthly
- Yearly
- Never

16. Responds to emergency calls (e.g., flooding, fire, vandalism, accidents) utilizing various resources to coordinate and/or assist with needed services in compliance with laws and regulations of the Occupational Safety and Health Administration (OSHA), Safety Training (AB 2189), Injury and Illness Prevention Plan (IIPP and SB 298) and Workers' Compensation (Title 8 and SB 198).

**A. Select one that best relates to the length of your experience performing this task:**

- 60 or more months
- 43 to 59 months
- 31 to 42 months
- 13 to 30 months
- 0 to 12 months

**B. Select one that best relates to the frequency; how often you performed this task:**

- Daily
- Weekly
- Monthly
- Yearly
- Never

17. Maintain and submit accurate records regarding times, locations, and amounts of pesticides and fertilizers to be applied by completing a Pesticide Use Report form for documentation purposes in accordance with laws, rules and regulations.

**A. Select one that best relates to the length of your experience performing this task:**

- 60 or more months
- 43 to 59 months
- 31 to 42 months
- 13 to 30 months
- 0 to 12 months

**B. Select one that best relates to the frequency; how often you performed this task:**

- Daily
- Weekly
- Monthly
- Yearly
- Never

18. Prepares and reviews work orders, sketches, drawings, plans, and diagrams to ensure adequate staffing and resources are available for upcoming projects.

**A. Select one that best relates to the length of your experience performing this task:**

- 60 or more months
- 43 to 59 months
- 31 to 42 months
- 13 to 30 months
- 0 to 12 months

**B. Select one that best relates to the frequency; how often you performed this task:**

- Daily
- Weekly
- Monthly
- Yearly
- Never

19. Conducts inventories, purchases and/or requests for equipment, supplies, and/or materials to ensure timely delivery and to meet operational needs.

**A. Select one that best relates to the length of your experience performing this task:**

- 60 or more months
- 43 to 59 months
- 31 to 42 months
- 13 to 30 months
- 0 to 12 months

**B. Select one that best relates to the frequency; how often you performed this task:**

- Daily
- Weekly
- Monthly
- Yearly
- Never

20. Participates in meetings to ensure current information is communicated within the unit.

**A. Select one that best relates to the length of your experience performing this task:**

- 60 or more months
- 43 to 59 months
- 31 to 42 months
- 13 to 30 months
- 0 to 12 months

**B. Select one that best relates to the frequency; how often you performed this task:**

- Daily
- Weekly
- Monthly
- Yearly
- Never

21. Maintains cooperative team and/or public relations with others (i.e., contractors, school staff, tenants, event coordinators, vendors, public, facility/building management).

**A. Select one that best relates to the length of your experience performing this task:**

- 60 or more months
- 43 to 59 months
- 31 to 42 months
- 13 to 30 months
- 0 to 12 months

**B. Select one that best relates to the frequency; how often you performed this task:**

- Daily
- Weekly
- Monthly
- Yearly
- Never

22. Maintains and/or directs the retention of charts and records (e.g., personnel, training, certification, permits, equipment, water usage) to track information required by law.

**A. Select one that best relates to the length of your experience performing this task:**

- 60 or more months
- 43 to 59 months
- 31 to 42 months
- 13 to 30 months
- 0 to 12 months

**B. Select one that best relates to the frequency; how often you performed this task:**

- Daily
- Weekly
- Monthly
- Yearly
- Never



23. Develops and/or maintains a comprehensive preventive maintenance program for landscape and/or mechanical equipment.

**A. Select one that best relates to the length of your experience performing this task:**

- 60 or more months
- 43 to 59 months
- 31 to 42 months
- 13 to 30 months
- 0 to 12 months

**B. Select one that best relates to the frequency; how often you performed this task:**

- Daily
- Weekly
- Monthly
- Yearly
- Never

24. Assists in the preparation and/or implementation of various plans (e.g., Emergency Response Plans, Disaster Recovery and Business Resumption Plans, HazMat Business Plan, HazWaste Manifest) required by code utilizing various tools and resources.

**A. Select one that best relates to the length of your experience performing this task:**

- 60 or more months
- 43 to 59 months
- 31 to 42 months
- 13 to 30 months
- 0 to 12 months

**B. Select one that best relates to the frequency; how often you performed this task:**

- Daily
- Weekly
- Monthly
- Yearly
- Never

25. Assists in the preparation of the unit's annual budget, the 5-year Special Repairs and Improvement plans, to ensure sound fiscal management needed to maintain landscape operations, design specifications, promote energy conservation, landscape improvements, and/or ADA specifications.

**A. Select one that best relates to the length of your experience performing this task:**

- 60 or more months
- 43 to 59 months
- 31 to 42 months
- 13 to 30 months
- 0 to 12 months

**B. Select one that best relates to the frequency; how often you performed this task:**

- Daily
- Weekly
- Monthly
- Yearly
- Never

26. Promotes and/or implements energy conservation practices being provided through green technology to save energy, resources, and costs.

**A. Select one that best relates to the length of your experience performing this task:**

- 60 or more months
- 43 to 59 months
- 31 to 42 months
- 13 to 30 months
- 0 to 12 months

**B. Select one that best relates to the frequency; how often you performed this task:**

- Daily
- Weekly
- Monthly
- Yearly
- Never

27. Promotes organizational mandates in the workplace with regard to safety, security, Equal Employment Opportunity (EEO) program objectives, Americans with Disabilities Act (ADA) requirements, and other personnel practices as defined by regulatory agencies and established guidelines/policies, in order to ensure a discrimination-free and a safe work environment.

**A. Select one that best relates to the length of your experience performing this task:**

- 60 or more months
- 43 to 59 months
- 31 to 42 months
- 13 to 30 months
- 0 to 12 months

**B. Select one that best relates to the frequency; how often you performed this task:**

- Daily
- Weekly
- Monthly
- Yearly
- Never

28. Oversees employees in the performance of groundskeeping activities to ensure the continuity of the work process is met, delegating work assignments to other staff when necessary.

**A. Select one that best relates to the length of your experience performing this task:**

- 60 or more months
- 43 to 59 months
- 31 to 42 months
- 13 to 30 months
- 0 to 12 months

**B. Select one that best relates to the frequency; how often you performed this task:**

- Daily
- Weekly
- Monthly
- Yearly
- Never

29. Monitors and inspects the work of staff to ensure that the work is successfully completed and that deadlines are met.

**A. Select one that best relates to the length of your experience performing this task:**

- 60 or more months
- 43 to 59 months
- 31 to 42 months
- 13 to 30 months
- 0 to 12 months

**B. Select one that best relates to the frequency; how often you performed this task:**

- Daily
- Weekly
- Monthly
- Yearly
- Never

30. Documents and evaluates staff performance and recommends appropriate action to assist in staff development and ensure performance standards are met.

**A. Select one that best relates to the length of your experience performing this task:**

- 60 or more months
- 43 to 59 months
- 31 to 42 months
- 13 to 30 months
- 0 to 12 months

**B. Select one that best relates to the frequency; how often you performed this task:**

- Daily
- Weekly
- Monthly
- Yearly
- Never

31. Resolves verbal disagreements, conflicts and disputes utilizing interpersonal skills, mediation, facilitation, and supervisory skills to achieve and maintain a cohesive, productive workforce.

**A. Select one that best relates to the length of your experience performing this task:**

- 60 or more months
- 43 to 59 months
- 31 to 42 months
- 13 to 30 months
- 0 to 12 months

**B. Select one that best relates to the frequency; how often you performed this task:**

- Daily
- Weekly
- Monthly
- Yearly
- Never

32. Initiates and/or participates in Progressive Disciplinary process in order to correct/improve employee performance/behavior issues or address issues of substandard performance by utilizing various resources.

**A. Select one that best relates to the length of your experience performing this task:**

- 60 or more months
- 43 to 59 months
- 31 to 42 months
- 13 to 30 months
- 0 to 12 months

**B. Select one that best relates to the frequency; how often you performed this task:**

- Daily
- Weekly
- Monthly
- Yearly
- Never

33. Coordinates with administrative staff to ensure work activities do not interfere with planned programs, services, or other departmental operations.

**A. Select one that best relates to the length of your experience performing this task:**

- 60 or more months
- 43 to 59 months
- 31 to 42 months
- 13 to 30 months
- 0 to 12 months

**B. Select one that best relates to the frequency; how often you performed this task:**

- Daily
- Weekly
- Monthly
- Yearly
- Never

34. Inspects contract landscaping work to remain in compliance with contract specifications.

**A. Select one that best relates to the length of your experience performing this task:**

- 60 or more months
- 43 to 59 months
- 31 to 42 months
- 13 to 30 months
- 0 to 12 months

**B. Select one that best relates to the frequency; how often you performed this task:**

- Daily
- Weekly
- Monthly
- Yearly
- Never

35. Monitors all expenditures of allocations and assure compliance with all policies, rules, regulations, and in keeping within allocation limits.

**A. Select one that best relates to the length of your experience performing this task:**

- 60 or more months
- 43 to 59 months
- 31 to 42 months
- 13 to 30 months
- 0 to 12 months

**B. Select one that best relates to the frequency; how often you performed this task:**

- Daily
- Weekly
- Monthly
- Yearly
- Never

36. Perform regular inspections of facility grounds, roads, walks, benches, irrigation systems, etc. in order to document condition and direct any necessary repairs.

**A. Select one that best relates to the length of your experience performing this task:**

- 60 or more months
- 43 to 59 months
- 31 to 42 months
- 13 to 30 months
- 0 to 12 months

**B. Select one that best relates to the frequency; how often you performed this task:**

- Daily
- Weekly
- Monthly
- Yearly
- Never

37. Develop and implement a turf maintenance plan for the organization to include proper cutting techniques, amendments, irrigation, herbicides, and pesticides to ensure healthy turf, shrubs, and trees.

**A. Select one that best relates to the length of your experience performing this task:**

- 60 or more months
- 43 to 59 months
- 31 to 42 months
- 13 to 30 months
- 0 to 12 months

**B. Select one that best relates to the frequency; how often you performed this task:**

- Daily
- Weekly
- Monthly
- Yearly
- Never

**THIS CONCLUDES THE QUALIFICATIONS ASSESSMENT**

**PLEASE COMPLETE AFFIRMATION STATEMENT ON THE NEXT PAGE**



**AFFIRMATION STATEMENT**

**THIS AFFIRMATION MUST BE COMPLETED**

I hereby certify and understand the information provided by me on this Qualifications Assessment, AND on the Examination Application (STD 678), true and correct to the best of my knowledge and contains no willful misrepresentation or falsifications. I also understand that if it is discovered that I have made any false representations, I will be removed from the list resulting from this examination and may not be allowed to compete in future examinations for State employment. If already hired from the result of this examination, I may have adverse action taken against me, which could result in dismissal. Your signature on your application indicates that you have read, understood, and possess the qualifications required.

It is a violation of Government Code Section 18935 “to practice any deception or fraud” on your application, on this Qualifications Assessment, or any other documentation you submit to obtain state employment eligibility.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

NAME (PRINTED): \_\_\_\_\_

**THIS COMPLETES THE QUALIFICATIONS ASSESSMENT PACKAGE**