



SENIOR LAND AGENT (SPECIALIST)

Exam Code: 2FG03

Department: California Department of Fish and Wildlife

Exam Type: Departmental Open - Statewide

Final Filing Date: Continuous

CLASSIFICATION DETAILS

SENIOR LAND AGENT (SPECIALIST) – \$6,659- \$8,335 per month

[View the Senior Land Agent \(Specialist\) classification specification](#)

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 six (6) months.

How To Apply:

EMAILED APPLICATIONS ARE PREFERRED. Submit your completed [EXAMINATION/EMPLOYMENT APPLICATION \(STD 678\)](#) along with any required educational documentation (if applicable) via email at examsubmission@wildlife.ca.gov

Please include the Exam Code and the Title of the Examination in the subject line of your email. The Examination/Employment Application (STD. 678) is available through your CalCareer Account or the internet at <https://jobs.ca.gov/pdf/STD678.pdf>. Once your application has been received and verified, you will be emailed the link to the Training and Experience Questionnaire. Please be sure to include your current email address on your application. Applications may be submitted by mail. Incomplete applications will not be accepted.

Due to the recent impact of the COVID-19 and for the safety of our employees and customers, the drop off location for applications will be temporarily closed. In order to ensure we receive your application, please send your application certified mail to the mailing address indicated on the announcement. The State Examination Application (Form STD 678) may be filed by mail at:

**California Department of Fish and Wildlife
Attention: HR – Recruitment and Selection Unit
P.O. Box 944209
Sacramento, CA 94244**

Completed applications and all required documents must be received in order to be considered. 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 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 Fish and Wildlife
Attention: HR – Recruitment and Selection Unit
P.O. Box 944209
Sacramento, CA 94244**

Phone: (916) 653-8120

Email: examsubmission@wildlife.ca.gov

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

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

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.

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as Either “I”, “II”, or III”, etc. For example, candidates possessing qualifying experience amounting to 50% of

the required time in Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience.

Applications and any attached resumes require employment history information including “to” and “from” dates (month/day/year), time base, and if applicable, civil service class titles. Applications and any attached resumes received without this information MAY BE REJECTED BECAUSE OF INCOMPLETE INFORMATION.

SENIOR LAND AGENT (SPECIALIST)

Either I

Two years of experience in the California state service performing the duties of a class comparable in level of responsibility to an Associate Land Agent.

Or II

Experience: Four years of experience in the acquisition of real property of rights of way for public use, including at least two years of experience in the independent appraisal or negotiation for acquisition of major and complex real properties involving large sums, condemnation, damages, special use, and similar complicating factors. **and**

Education: Equivalent to graduation from college. (Additional qualifying experience or experience in real property management, title work, or in real estate practice may be substituted for the required education on a year-for-year basis.)

POSITION DESCRIPTION

SENIOR LAND AGENT (SPECIALIST)

Under general direction to independently perform highly specialized and sensitive appraisal and negotiation work for the acquisition of real property and rights of way; to advise management on complex issues involving land acquisition and right of way; and to do other related work.

Distinguishing Characteristics

Senior Land Agent (Specialist)s are distinguished from Associate Land Agents by the assignment of projects which are characterized by either extreme sensitivity (i.e., legislative interest, major litigation, or extensive media coverage); or by extreme complexity of the assigned work (i.e., severe disparity between environmental and developmental issues; complexity of ongoing monitoring of project implementation,

difficulty of securing information, uniqueness of project objectives, or the number and complexity of skills required to perform assigned work).

Special Personal Characteristics:

Sales ability and ability to make effective oral presentations before the public.

EXAMINATION SCOPE

This examination consists of the following components:

Training and Experience Evaluation – Weighted 100% of the final score.

The examination will consist solely of a **Training and Experience Evaluation**. To obtain a position on the eligible list, a minimum score of 70% must be received. Applicants will receive their score upon completion of the Training and Experience Evaluation process.

In addition to evaluating applicants' relative knowledge, skills, and ability, as demonstrated by quality and breadth of education and/or experience, emphasis in each exam component will be measuring competitively, relative job demands, each applicant's:

Knowledge of:

1. Laws pertaining to real property and rights-of-way acquisition.
2. Real property appraisal and negotiation principles, practices, and procedures.
3. Policies, procedures, and practices of land acquisition in the California state service.
4. Legal procedures and documents involved in real estate transactions.
5. Real property values and the effect of economic trends on property values.

Ability to:

1. Conduct successful negotiations with property owners.
2. Make accurate appraisals of real property, including the appraisal of severance and consequential damage.
3. Analyze situations accurately and adopt an effective course of action.
4. Speak effectively and appear in court as a responsible and competent witness.
5. Write clear and concise reports.

ELIGIBLE LIST INFORMATION

A servicewide, open eligible list for the Senior Land Agent (Specialist) classification will be established for the State of California (all State of California departments, statewide).

NOTE: The eligibility list can be used to fill vacancies statewide with other departments.

The names of successful competitors will be merged onto the eligible list in order of final score regardless of exam date. Eligibility expires twelve (12) months after it is established. Applicants must then retake the examination to reestablish eligibility.

VETERANS' PREFERENCE

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

EXAMINATION INFORMATION

Training and Experience Questionnaire - Weighted 100.00%

This examination consists of a Training and Experience Questionnaire and is the sole component of the examination. To obtain a position on the eligible list, you must attain a minimum rating of **70%**.

COMPETITORS WHO DO NOT COMPLETE THE TRAINING AND EXPERIENCE QUESTIONNAIRE WILL BE DISQUALIFIED.

Applicants will be sent a link through email to complete the Senior Land Agent (Specialist) Training and Experience Questionnaire.

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

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Human Resources Branch
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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 12th 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.