FORESTRY TECHNICIAN

2FS38

DEPARTMENT(S):	**Department of Forestry & Fire Protection**
OPENING DATE:	**November 14, 2022**
FINAL FILING DATE:	**December 17,2022**
EXAM TYPE:	**OPEN**
SALARY:	**$3,498.00 - $4,957.00**
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, 2022,** unless otherwise noted on the class specification.

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, you **MUST** mark the appropriate box on the State application and 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 Resource's website. *You may submit your application by mail or in person.*

- A Training and Experience Narrative which 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.

- If you are using education to meet the minimum qualifications under pattern I, please attach a copy of your diploma and/or transcripts showing proof of coursework/completion/graduation, to your application packet.

SUBMIT BY MAIL OR IN PERSON:
Department of Forestry and Fire Protection
710 Riverpoint Court
West Sacramento, CA 95605
Examination Unit – (Attn: Elena Villegas)

DO NOT SUBMIT APPLICATIONS VIA E-mail

Applications postmarked or personally delivered after the final filing date of, **December 17, 2022,** will not be accepted for any reason.

All applications must include "from" and "to" employment dates (month/day/year), time base, and applicable civil service class titles. Applications 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. Use personal or professional experience to describe what safety hazards may be encountered when performing duties in a wildland environment and how you would address them.

2. As a CAL FIRE Forestry Technician, you will work as a member of a team. Describe a personal or professional experience where you had to work as a member of a team to accomplish a task. How did the team work to accomplish this task and what role did you play? Please provide at least two (2) examples.

3. Name at least three (3) of CAL FIRE'S Resource Management Programs and describe their functions.

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

- Please use Arial font, size no smaller than 10.
- Limit your responses to no more than a total of three pages **(Only the first three 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.

It is anticipated the training and experience narrative review will be held in **January/February 2023**.

APPLICATIONS RECEIVED WITHOUT A 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 Technician 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.

MINIMUM QUALIFICATIONS

EITHER I:

EDUCATION: Equivalent to 15 semester units of college in forestry, natural resource management, conservation, or a closely related field.

OR II:

EXPERIENCE: Six months of experience in practical resource management, conservation, or field work in a State of California resources agency department or in a forest management/timber harvesting operation. (Qualifying experience includes: reforestation, timber harvest operations, urban forestry, or other related forestry/nursery work; or environmental resource protection work including Resource Protection Trainee/Fire Prevention Assistant, or related fire control experience in the Resources Agency or as a corps member in a California Conservation Corps/California Department of Forestry fire center), **or,** one year of urban resource community organizing work such as tree planting, community gardening, park development, and civil landscape beautification programs, **and**

EDUCATION: Equivalent to completion of the 12th grade.

APPLICANTS QUALIFYING UNDER PATTERN I ABOVE MUST INCLUDE A COPY OF THEIR COLLEGE TRANSCRIPT(S).

ADDITIONAL DESIRABLE QUALIFICATIONS

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

ELIGIBLE INFORMATION

Successful candidates from this administration will be merged onto the current, existing eligibility list for the FT classification. Candidates' list eligibility will be abolished 12 months after it is established unless the needs of the Department warrant a change in this period. It is *recommended* candidates apply for this examination if one or more of the following apply:

- You are a Limited Term (LT) hire.
- You have not yet passed probation.
- You are a Temporary Appointment (TAU) hire.
- You are not on the current eligibility list.

POSITION DESCRIPTION

This is the normal entry training level to the series. Under close supervision, incumbents learn to perform routine technical resource management assignments of average difficulty. Incumbents will perform basic fire control assignments during fire season and occasionally at other times. Incumbents entering State service at this level will receive in a timely manner during the probationary period, and prior to working in emergency assignments training in the Department's "Basic Fire Fighter" training as is required for Fire Fighter II. One of the requirements for permanent status in this class is successful completion of the training course. Incumbents may receive additional training, as required, to perform their assigned functions, in such areas as introduction to surveying, map reading, cruising, dendrology, and basic program areas.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

1. General resource management principles, practice, and conservations techniques to meet the departments objectives.
2. Various Department of Forestry and Fire Protection program functions and their elements to perform the duties as required to fulfill the Department's mission.
3. Communication devices to effectively communicate with staff, stakeholders, agencies, and the public.
4. Basic fire science, prevention, firefighting methods and tactics to support the protection of life, property, and the environment.
5. Map reading and dendrology to complete forestry tasks.
6. Word processing, spreadsheet software, electronic mail, and calendaring software to prepare correspondence and reports.
7. The maintenance, application, and replacement of Personal Protective Equipment to ensure personal/personnel safety.
8. Mathematics and their applications in forestry to accurately complete assigned daily duties.

Skill to:

1. Observe the environment and exercise situational awareness to ensure personal/personnel safety.
2. Operate appropriate Department vehicles in all weather conditions and terrain in accordance with applicable laws, regulations, and Department

policies and procedures to ensure safe and effective operations.

3. Utilize computer and mobile equipment technologies and related software to effectively communicate with staff, stakeholders, agencies, and public or private entities.
4. Operate computer programs efficiently to perform daily job functions.

Ability to:

1. Understand instruction to carry out assignments as directed by supervisor.
2. Work independently or in a group setting to effectively perform collaborative tasks.
3. Communicate with co-workers, supervisors, other agencies, and the public to effectively share information.
4. Utilize good judgement and take appropriate action in emergency situations to ensure personal/personnel and public safety.
5. Adapt to changing work demands, priorities, and environments to meet program needs.
6. Organize, prioritize, and complete work assignments in a timely and efficient manner to meet program objectives.
7. Understand and employ good safety practices and exercise situational awareness to ensure personal/personnel safety.
8. Accept increasing responsibility in the level of difficulty of tasks performed to improve performance and enhance career development opportunities.
9. Travel long distances for extended periods in emergency and non-emergency circumstances to accomplish the responsibilities of the Department.
10. Remain calm and perform effectively in high stress situations to perform job duties.
11. Perform work with attention to detail in an accurate and thorough manner to meet program objectives.
12. Read and interpret maps (e.g., topographical, road maps, watershed maps) for navigation and project planning purposes.
13. Perform arduous and physically demanding work in all weather conditions and terrain to meet the demands of the Department's mission.

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 CalHR 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 CalHR Veterans Information, and the Application for Veterans' Preference determination (CalHR 1093).