



## **Park and Recreation Specialist**

**Exam Code: 2PBAN**

**Department:** Parks and Recreation

**Exam Type:** Departmental, Open

**Final Filing Date:** Continuous

### **CLASSIFICATION DETAILS**

**Park and Recreation Specialist – \$3,448.00 - \$6,434.00 per month.**

View [the Park and Recreation 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.

#### **How To Apply:**

The link to connect to the online multiple choice exam is located farther down on this bulletin in the “Taking the Exam” section.

Once you have taken this examination, you may not retake it for **six (6)** months.

#### **Special Testing Arrangements:**

If you require assistance or alternative testing arrangements due to a disability, please contact the testing department listed in the Contact Information section of this bulletin.

## 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.

### **Park and Recreation Specialist**

**Education:** Equivalent to graduation from college with any major, but preferably in environmental or urban planning, public administration, recreation, park management, or a natural resource-related field.

## POSITION DESCRIPTION

### **Park and Recreation Specialist**

This is the training and first journey level class in this series. Incumbents assigned to Range A will be college graduates with no prior experience in this type of work and will learn the work of the occupation under close supervision. Incumbents will advance to Range B when they are capable of performing more independently the routine assignments and when prepared to assist on more complex work. In addition, Range B can be an entry level for those with a master's degree or with prior experience in the field. Range C is the first journey level in this series. Incumbents perform professional recreation planning and administrative work of average difficulty and assist in the completion of major projects and programs.

## EXAMINATION SCOPE

This examination consists of the following components:

**Online Multiple Choice Examination** – Weighted 100% of the final score.

This examination will consist solely of an online multiple choice examination designed to evaluate knowledge in the areas of:

1. Ability to Interpret and Analyze Job Related Material
2. Written Communication
3. Mathematical Computations

This examination will also allow for the use of calculators.

A final score of 70% must be attained to be placed on the eligible list.

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 on measuring competitively, relative job demands, each applicant's:

**Knowledge of:**

1. General principles and techniques of research and statistical analysis.
2. General concepts and principles of ecology, land use, conservation, and planning, particularly as they related to outdoor recreation and recreational and historical resources.

**Ability to:**

1. Reason logically and analyze data.
2. Communicate orally and in writing, and prepare reports.
3. Establish and maintain cooperative relations, and deal tactfully with a variety of private and governmental individuals and groups.

**ELIGIBLE LIST INFORMATION**

A departmental, open eligible list for the **Park and Recreation Specialist** classification will be established for:

**Department of Parks and Recreation**

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 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.

Veterans 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.

**Career Credits will not be added to the final score of this examination.**

**PREPARING FOR THE EXAMINATION**

This is a 60 minute timed examination. There is no way to pause, stop, or reset the timer once you start. Please ensure you have the full 60 minutes to take the online examination. A stable internet connection is recommended as no additional time will be provided for internet loss, power loss, or computer/browser issues. If you are unable to complete the 60 minute timed examination, it is recommended you do not take the examination until you are able to do so.

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.

## TAKING THE EXAMINATION

Take [the Park and Recreation Specialist examination](#).

## TESTING DEPARTMENTS

Department of Parks and Recreation

## CONTACT INFORMATION

If you have any **technical** questions concerning this examination bulletin, please contact:

California Department of Human Resources  
Attn: Examination Services  
1515 S Street  
Sacramento, CA 95811  
Phone: 1-866-844-8671  
California Relay Service: 1-800-735-2929 (TTY), 1-800-735-2922 (Voice)

If you have any administrative questions concerning this examination bulletin, including provision of reasonable accommodation for this testing process, please contact:

Department of Parks and Recreation  
P.O. Box 942896, Sacramento, CA 94296-0001  
Phone: (916) 653-6644

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 Department of Parks and Recreation 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.