



ASSOCIATE ENVIRONMENTAL PLANNER (ARCHEOLOGY) EXAMINATION BULLETIN

Exam Code: 8TR64

Department: State of California

Exam Type: Servicewide, Open

Final Filing Date: Continuous

CLASSIFICATION DETAILS

ASSOCIATE ENVIRONMENTAL PLANNER (ARCHEOLOGY) – \$6,908.00 - \$8,651.00
per month

[View the Associate Environmental Planner \(Archeology\) 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 **twelve (12)** months.

How To Apply:

The examination consists of a Training and Experience evaluation. Additional information is located farther down on this bulletin in the "Taking the Exam" section.

Special Testing Arrangements:

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

Department of Transportation (Caltrans)
Examinations Unit – MS 86
P.O. Box 168036
Sacramento, CA 95816-8036

Phone: (916) 227-7858

Email: AskExams@DOT.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

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.

ASSOCIATE ENVIRONMENTAL PLANNER (ARCHEOLOGY)

EITHER I

Experience: One year in the California state service performing the duties of an Environmental Planner (Archeology), Range C.

OR II

Experience: Three years of experience in archeological surveys, studies, research, analysis, or evaluation, at least one year of which must have been equivalent in level of work performed by an Environmental Planner (Archeology), Range C, in the California state service. (A Doctorate Degree in Anthropology with a concentration in California Archeology may be substituted for the three years of required experience; a Master's Degree in Anthropology with a concentration in California Archeology may be substituted for two years of the required experience.) **AND**

Education: Equivalent to graduation from college with a degree in Anthropology with a concentration in California Archeology. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

POSITION DESCRIPTION

ASSOCIATE ENVIRONMENTAL PLANNER (ARCHEOLOGY)

This is the full, specialized journey person level. Under general direction, plans and carries out the details of the more difficult and complex studies in the area of archeology. Such work may include serving in a lead capacity over other personnel with the scope of particular studies.

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. Applications and examinations will be accepted on a continuous basis. Testing is considered continuous, as new test dates can be set at any time as departmental/service-wide needs warrant.

Examinations are processed on a monthly basis. The monthly cut-off date is on the last day of each month by 11:59pm Pacific Standard Time (PST). Both the STD. 678 (State Application) and the Training and Experience evaluation must be completed and submitted by the time and date mentioned above. To submit your work you must click the "CONFIRM RESULTS" button within the examination, by the monthly cut-off date and time mentioned above to be processed correctly. Examinations submitted after the date and time mentioned above will not be considered or reviewed until the following month. Candidates will be notified of their examination results approximately 6 – 8 weeks after the monthly cut-off date.

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 AND ABILITIES

Knowledge of:

1. Principles and concepts of archeological resources assessment and preservation, archeological techniques and methods, as applied in a planning setting.
2. General principles and techniques of research and statistical analysis.
3. Communication skills for the purpose of gathering data.
4. Techniques and methods of evaluation of environmental impacts.

5. State and Federal laws and regulations relating to the environment.
6. Specific knowledge of either the social sciences, cultural resources or environmental design arts.

Ability to:

1. Adapt and apply formal archeological research methods and principles to planning problems of an applied practical nature.
2. Conducts a test excavation or data recovery program as a Principal Investigator.
3. Analyze environmental situations accurately.
4. Gather and analyze data.
5. Prepare written reports.
6. Work effectively with others as an interdisciplinary team member.
7. Coordinate environmental planning, research, and analysis of proposed projects.
8. Make an assessment of an existing environment
9. Write environmental documents.
10. Plan and carry out complex studies.
11. Solicit outside expertise on a short-term basis on specific environmental studies or phases of studies.

ELIGIBLE LIST INFORMATION

A servicewide, open eligible list for the Associate Environmental Planner (Archeology) classification will be established for the State of California (all State of California departments, statewide).

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, as it does not meet the criteria.

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.

TAKING THE EXAMINATION

FILING INSTRUCTIONS

Candidates are required to submit: 1) [STD. 678 \(State Application\)](#), 2) [Training and Experience Evaluation](#), and 3) Copy of college transcripts

Examination paperwork must be received or postmarked no later than the cut-off date. Dates printed on Mobile Bar Codes, such as Quick Response (QR) Codes available at the USPS, are not considered Postmark dates for the purpose of determining timely filing of an examination. Faxed or E-mailed examinations will NOT be accepted. **The examination title must be indicated on the examination paperwork. Candidates are responsible for obtaining proof of mailing or submission of their examination paperwork to the Examinations Unit.**

Resumes will not be accepted in lieu of the STD. 678 (State Application). Please send the required documents listed above in order for your examination to be processed in a timely manner, incomplete and/or missing paperwork may cause your examination to be delayed.

File by Mail

Department of Transportation (Caltrans)

Examinations Unit – MS 86

P.O. Box 168036

Sacramento, CA 95816-8036

File in Person

Department of Transportation (Caltrans)

Examinations Unit – MS 86

1727 30th Street, 1st Floor Lobby

Sacramento, CA 95816

***Any information submitted in your examination effort WILL NOT be forwarded or be included in the determination of your qualification for a position.**

TESTING DEPARTMENTS

State of California (all State of California departments)

CONTACT INFORMATION

Department of Transportation (Caltrans)

Office of Examination and Executive Selection Services

Examinations Unit – MS 86

P.O. Box 168036

Sacramento, CA 95816-8036

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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 workplace. 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.