



## **Wildlife Habitat Assistant Departmental Open - Statewide Continuous Examination**

### **INTRODUCTION**

Why not work to benefit California's environment? Want to work with dedicated people who value and enjoy their work?

Our employees are committed to managing and protecting California's diverse wildlife and the habitats upon which they depend. Join us and begin a meaningful new career.

For more information on the State examination and hiring process, visit the Department of Fish and Wildlife website at <https://www.wildlife.ca.gov/Employment>.

### **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 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.

### **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.

### **WHO SHOULD APPLY?**

Applicants who meet the minimum qualifications as stated on this bulletin may apply for this examination.

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

### **FILING INSTRUCTIONS**

**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](mailto: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 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 have a disability and need special testing arrangements, mark the appropriate box on the application. The exam unit will contact you to make specific arrangements.

### **SALARY INFORMATION**

\$4,029 - \$5039

### **POSITION STATEMENT**

The Wildlife Habitat Assistant assists in the management of a State-owned wildlife management area, or is responsible for wildlife habitat improvement activities in cooperation with other agencies on public and private lands in a designated geographic area.

### **ELIGIBLE LIST INFORMATION**

An open eligible list for the Wildlife Habitat Assistant classification will be established for the Department of Fish and Wildlife.

Eligibility expires 12 months after it is established. Applicants must then retake the examination to reestablish eligibility. This examination will be administered on a continuous basis. Applicants will have the option of retesting after a 6-month testing period. Competitors choosing to retest and who are successful in the examination will be merged onto the list in order of final score. The highest score takes precedence regardless of examination date.

### **REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION**

All applicants must meet the minimum qualifications by the application submission date.

### **MINIMUM QUALIFICATIONS**

*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 of 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 requirement.*

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.

**Either I**

One year of experience in the California state service performing the duties of a Fish and Wildlife Technician, Range B (formerly Fish and Wildlife Assistant II).

**Or**

Three years of experience in the California state service performing the duties of a Fish and Wildlife Technician, Range A (formerly Fish and Wildlife Assistant I).

**Or II**

Three years of experience in the natural resources field such as field [fish] and wildlife, parks or forestry performing construction and maintenance work on habitat development projects. At least one year of this experience must have been as a supervisor or lead person. (Experience in the California state service applied toward this specialized one year of experience must have been in a class with a level of responsibility at least equivalent to Fish and Wildlife Technician, Range B (formerly Fish and Wildlife Assistant II)).

**EXAMINATION INFORMATION**

**Training and Experience Questionnaire - Weighted 100%**

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 Wildlife Habitat Assistant Training and Experience Questionnaire.

**PREPARING FOR EXAMINATION**

Below 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.

**EDUCATION:** School names and addresses, degree earned, dates attended, courses taken (verifiable on a transcript), persons or office who can verify education, and phone numbers of persons or offices listed.

**TRAINING:** Class titles, certifications received, names of persons who can verify your training, and phone numbers of persons listed.

**KNOWLEDGE AND ABILITIES**

**Knowledge of:**

1. Wildlife food and cover requirements, wildlife habitat improvement methods and techniques.
2. Construction, installation, and maintenance of road, buildings, enclosures, water control systems, and wildlife watering devices.

3. Soils and land uses, farming and marsh management practices, farming equipment, machinery, tools, [watercraft], and vehicles.
4. Wildlife management activities in California.
5. Principles of supervision and safety.

#### 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. Analyze situations accurately and take effective action.
4. Supervise and perform a wide variety of work, including farming, construction, marsh management, and public use management.
5. Prepare routine reports.
6. Maintain cooperative relations with those contacted in the work.

### SPECIAL PERSONAL CHARACTERISTICS

Willingness to live and work throughout the State, and the willingness to work unusual hours and on Saturdays, Sundays and holidays.

### BENEFITS

To learn more about the comprehensive benefits package please visit: <https://www.calpers.ca.gov>.

### ADDITIONAL DESIRABLE QUALIFICATION

Education equivalent to completion of the twelfth grade.

### VETERANS' PREFERENCE

Veterans' Preference will be granted to all competitors who are successful in this examination and who qualify for, and have requested, Veterans' Preference through the California Department of Human Resources (CalHR),

<https://calcareers.ca.gov/CalHRPublic/Landing/Jobs/VeteransInformation.aspx>

**Veterans who have achieved permanent civil service status are not eligible to receive Veterans' Preference credits.**

### CONTACT INFORMATION

If you have any questions concerning the Wildlife Habitat Assistant examination or the testing process, you may contact the Department of Fish & Wildlife, Human Resources Branch at (916) 653-8120, email [exams@wildlife.ca.gov](mailto:exams@wildlife.ca.gov) or visit the Department of Fish & Wildlife website at [www.wildlife.ca.gov](http://www.wildlife.ca.gov).

### GENERAL INFORMATION

**For an examination without a written feature**, it is the candidate's responsibility to contact the California Department of Fish and Wildlife three weeks after the filing date if he/she has not received his/her notice.

**Applications are available** at [www.jobs.ca.gov/pdf/std678.pdf](http://www.jobs.ca.gov/pdf/std678.pdf), California Department of Human Resources (CalHR) offices, local offices of the Employment Development Department and the testing department on this job bulletin.

**Remember, Examinations are Competitive:** If you possess the entrance requirements stated on this bulletin, you may take this competitive examination; however, you are not assured a place on the eligibility list. Your performance in the examination is compared to established rating criteria. All candidates who pass are ranked according to their scores.

**Candidates needing special testing arrangements** due to a disability must mark the appropriate box on the application and/or contact the testing department.

**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 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) 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.

**Veterans' Preference:** Will be awarded in 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. (3) Veterans' Preference is not granted once a person achieves permanent civil service status.

**How to Apply for Veterans' Preference:**

The California Department of Human Resources (CalHR) has information on how to apply for Veterans' Preference on their website at <https://jobs.ca.gov/CalHRPublic/Landing/Jobs/VeteransInformation.aspx> and on the Application for Veterans' Preference form ([CalHR-1093](#)). Additional information is also available at the Department of Veterans Affairs.

**Miscellaneous Information:** The Department of Fish and Wildlife 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 law and rules and all competitors will be notified.

**TTY** is 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**