



Fish and Wildlife Interpreter I 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 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.

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 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

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

Range A: \$3,796 - \$4,432. This range shall apply to incumbents who do not meet the criteria for payment in Range B.

Range B: \$4,683 - \$5,806. This range shall apply to persons who have satisfactorily completed (1) one year in California state service performing the duties of a Fish and Wildlife Interpreter, Range A; or (2) two years of specialized work experience in connection with a natural resource interpretive or resource education program, with at least one year of which must have been performing work in a wildlife management program or research activity. (Possession of a Master's Degree in Interpretation of Natural Resources or a closely related field may be substituted for the required experience.)

When the requirements for a particular criteria are met and upon recommendation of the appointing power, the employee shall receive a rate under the provisions of DPA Rule 599.676.

POSITION STATEMENT

Range A is the entry and training level of the series. Under close supervision, the Fish and Wildlife Interpreter I performs in a training and learning capacity and is expected to progress toward assuming the more responsible assignments of the Range B level. Incumbents are assigned to a regional wildlife area, ecological reserve, hatchery or Department education program and are responsible for the less difficult or varied work in interpretive and education programs.

Range B is the working level of the series. Under general supervision, the Fish and Wildlife Interpreter I performs work of average difficulty that does not include the complete range of varied or difficult assignments, typically assigned to the full journey level. Incumbents may develop information into narrative descriptions for educational and interpretive services such as nature trails or exhibits; prepare area maps, area publications and signs; conduct tours, demonstrations and talks; research the potential for new interpretive facilities; manage publicity and community outreach programs; collect and summarize technical information for planning purposes; landscape and maintain exhibits and trails.

ELIGIBLE LIST INFORMATION

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

Eligibility expires 24 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

Education: Equivalent to graduation from an accredited college or university or an equivalent degree approved by the California Superintendent of Public Instruction under the provisions of California Education Code Section 94310(b) with major work in wildlife management, zoology, fisheries management, botany or other related biological science, including at least 15 semester units, or its equivalent, of course work in natural resource interpretation, natural resource communications, or similar subjects. (Registration as a senior in a recognized institution will admit applicants to the examination but they must produce evidence of graduation or its equivalent before they can be considered eligible for appointment.) (One year of specialized work experience in wildlife or related natural resource interpretation may be substituted for the specialized course work.)

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 Fish and Wildlife Interpreter I 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. Methods and techniques involved in conveying knowledge of natural systems to the public.
2. Principles of public interpretation.
3. History of natural resources of California.
4. Wildlife management principles and methods of their application to conservation conditions and problems in California.
5. Methods, materials and equipment used in wildlife habitat management and restoration.
6. Scientific research methods.
7. Accepted techniques for making biological investigations.
8. Fundamentals of statistics.
9. Private and public organizations in California concerned with conservation generally, and natural resource interpretation specifically.
10. Grounds and landscape maintenance practices.

Ability to:

1. Plan interpretive exhibits and programs.
2. Plan, organize and conduct interpretive walks and trails.
3. Apply scientific knowledge, methods, and techniques in obtaining, arranging and interpreting data, and in collecting, identifying and cataloging specimens.
4. Establish and maintain cooperative relations with those contacted in the course of the work.
5. Interpret resource concepts to the public.
6. Communicate effectively.
7. Develop innovative solutions to interpretive problems.
8. Prepare written material for reports and publications.
9. Keep necessary records and prepare reports.
10. Maintain landscape and grounds.

ADDITIONAL DESIRABLE QUALIFICATIONS

Academic training beyond the baccalaureate in course work related to interpretation, especially of wildlife management and the biology of native or plant and animal communities; familiarity with audio-visual and photographic techniques and media; willingness to work irregular hours and weekends.

BENEFITS

To learn more about the comprehensive benefit package please visit our website at <https://www.calpers.ca.gov>.

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 Fish and Wildlife Interpreter I examination or the testing process, you may contact the Department of Fish and Wildlife, Human Resources Branch at exams@wildlife.ca.gov or visit the Department of Fish and Wildlife website at 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, California Department of Human Resources (CalHR) offices, local offices of the Employment Development Department and the testing department on this examination 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