



**EVENT COORDINATOR,
DISTRICT AGRICULTURAL ASSOCIATION
Exam Code: 3FAEC**

Department: California Department of Food & Agriculture

Exam Type: Departmental, Open

Opening Date: Continuous

Locations: Statewide

CLASSIFICATION DETAILS

Event Coordinator, District Agricultural Association: \$4,726 - \$5,916 per month

View the [classification specification](#) for the **Event Coordinator, District Agricultural Association**.

APPLICATION INSTRUCTIONS

Applications will be accepted on a continuous basis.

**Cut-Off Dates for processing are: 03/08/24
07/05/24
10/04/24**

Who Should Apply:

Applicants who meet the minimum qualifications as stated on this examination bulletin. All applicants must meet the education and/or experience requirements by the cut-off date. Once you have taken this examination, you may not retake it for **twelve (12) months**.

How to Apply:

Emailed applications are preferred. Submit your completed Examination / Employment Application (STD. 678) **AND** your completed Supplemental Application (located at the end of this bulletin) via email at exams@cdfa.ca.gov. Include Exam Code: **3FAEC** in the subject line of your email. Emailed applications must be received no later than 11:59 pm Pacific Time on the cut-off date.

You may also submit your completed Examination / Employment Application (STD. 678) **AND** your completed Supplemental Application (located at the end of this bulletin) by mail, parcel delivery, courier service, or in person to:

Exam Code: 3FAEC
California Department of Food and Agriculture
Examination Unit, Attention: **Rachel Bonn**
1220 N Street, Room 242
Sacramento, CA 95814

APPLICATION INSTRUCTIONS Continued

Completed applications and all required documents must be received or postmarked by the cut-off date. If an application is received after the cut-off date with a late or missing postmark, the application is considered late and will be included in the next cut-off date for processing.

It is the applicant's responsibility to submit their application packet on time and if applying by U.S. mail, ensure the envelope is properly postmarked and if applying via parcel or courier service, ensure it contains proof of timely deposit with the service.

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 applications. Also note:

- The Examination / Employment Application (STD. 678) is available through your [CalCareer account](#).
- The STD. 678 must include "to" and "from" dates (month/day/year) and hours worked. STD. 678s received without this information may be rejected.
- Resumes **will not be accepted** in lieu of a completed STD. 678.
- Your signature on your STD. 678 indicates you have read, understand, and possess the basic qualifications required.

DO NOT SUBMIT EXAMINATION / EMPLOYMENT APPLICATIONS (STD. 678) OR SUPPLEMENTAL APPLICATIONS TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES (CalHR).

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, whether paid or volunteer positions and inside or outside California state service, will count toward experience.

Event Coordinator, District Agricultural Association

Education: Equivalent to completion of twelfth grade.

Experience: Three years' experience in coordinating events in a large civic center, auditorium, theater or hotel, one year of which must have included experience coordinating staff involved in events. [College education may be substituted for the required experience with one year (or 30 semester units) of upper division course work in business administration, public administration, sports administration, or a related field being equivalent to 12 months of experience, up to a maximum of two years.]

NOTE: SUBMISSION OF DEGREE OR TRANSCRIPT FROM AN ACCREDITED U.S. COLLEGE OR UNIVERSITY IS REQUIRED TO VERIFY THE EDUCATION REQUIREMENT. APPLICANTS WITH FOREIGN DEGREES MAY BE ASKED TO PROVIDE AN OFFICIAL FOREIGN TRANSCRIPT EVALUATION WHICH INDICATES COURSEWORK IS EQUIVALENT TO A DEGREE FROM AN ACCREDITED U.S. COLLEGE OR UNIVERSITY. FAILURE TO ATTACH DEGREE OR TRANSCRIPT MAY RESULT IN A DELAY OF YOUR APPROVAL TO COMPETE IN THE EXAMINATION.

POSITION DESCRIPTION

Under direction, to coordinate, organize, and facilitate events at District Agricultural Associations; and to do other related work.

Meets with promoters to ascertain the equipment, physical setup and personnel necessary to stage an event; ensures that contract responsibilities are observed; schedules and coordinates work of showtime personnel including security, parking lot attendants, ticket takers, ushers and usherettes, stage hands, janitors, and switchboard operators; coordinates with maintenance personnel who are under the direct supervision of the maintenance supervisor; monitors concession stands for adequate service, and informs concessionaires of estimated attendance; assures opening, readiness, and closing of facility; schedules and composes copy for marquee; acts as the District Agricultural Association's representative during events, maintains contact with tenant; handles complaints from tenants and the public and coordinates correction of inadequacies; assists in scheduling, hiring, and evaluating showtime personnel for future employment; checks numbering of seats to ensure conformance with ticket manifest; reviews turnstile counts with head gate person and reports to promoter; assures compliance with facility and governmental fire, safety, and security regulations; assists in assessing appropriate costs and charges; submits reports with evaluations and suggestions for improvement of events; attends and/or conducts production meetings; provides recommendations for improvements in operating procedures.

EXAMINATION SCOPE

This examination will consist of a **Supplemental Application (Weighted 100%)**. All candidates will be required to complete the Supplemental Application.

SUPPLEMENTAL APPLICATION – Weighted 100% of the final score.

EXAMINATION INTERVIEWS WILL NOT BE HELD.

The Supplemental Application is designed to elicit a range of specific information regarding each candidate's knowledge, skill, abilities, and potential to effectively perform the duties relative to the classification. To obtain a position on the eligible list, applicants must achieve a minimum rating of 70.00% on the Supplemental Application. Candidates who meet the minimum qualifications will have their Supplemental Application rated and successful candidates will be placed on an eligible list. **SUBMISSION OF THE SUPPLEMENTAL APPLICATION IS MANDATORY.** Candidates who do not submit a completed Supplemental Application will be eliminated from this examination.

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 to job demands, each applicant's:

Knowledge of:

1. Physical, organizational, and personnel requirements necessary to coordinate major entertainment or commercial events.
2. Methods used in directing, seating, and controlling crowds.

Ability to:

1. Establish and maintain effective relationships with employees, tenants, and the public.
2. Analyze situations and identify potential problems.
3. Independently resolve emergency situations promptly and effectively.
4. Organize, allocate, coordinate, and evaluate work of personnel.
5. Present ideas and information effectively both orally and in writing.
6. Work under pressure.

SPECIAL PERSONAL CHARACTERISTICS

Willingness to work long and irregular hours.

ELIGIBLE LIST INFORMATION

A departmental, open eligible list for the **Event Coordinator, District Agricultural Association** classification will be established for **the California Department of Food and Agriculture (CDFA)** 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 unless the needs of the service and conditions of the list warrant a change in this period. After list eligibility expires, applicants must 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](#) (CalHR 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, because it does not meet the requirements to qualify for Career Credits.

EXAMINATION INFORMATION

Cut-off dates for this examination are: **03/08/2024, 07/05/2024, and 10/04/2024.**

Candidates must complete and return the **Event Coordinator Supplemental Application** along with their Examination Application (STD. 678). Candidates who meet the minimum qualifications will have their Supplemental Application rated.

All applicants must meet the minimum qualifications for this examination by the cut-off date.

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.

CONTACT INFORMATION

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

California Department of Food and Agriculture
Examination Unit, Attention: **Rachel Bonn**

Exam Code: **3FAEC**

1220 N Street, Room 242

Sacramento, CA 95814

Phone: (916) 654-0790

rachel.bonn@cdfa.ca.gov

California Relay Service: 1-800-735-2929 (TTY), 1-800-735-2922 (Voice)

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 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 Food and Agriculture 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 applicants will be notified.

For an examination without a written feature: it is the candidate's responsibility to contact the California Department of Food and Agriculture Examinations Unit at (916) 654-0790 three (3) weeks after the final filing date if they have not received their notice.

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. If an offer of employment is made, 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 from one (1) to four (4) years unless otherwise stated on this 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.

**CALIFORNIA DEPARTMENT OF FOOD AND AGRICULTURE
SUPPLEMENTAL APPLICATION**

Event Coordinator, District Agricultural Association

The California Department of Food and Agriculture's (CDFA) Event Coordinator, District Agricultural Association examination is being given on an Open/Statewide Continuous Filing basis. This examination will consist solely of this Supplemental Application.

This Supplemental Application is designed to elicit a range of specific information regarding each candidate's knowledge, skills, abilities, and experience to effectively perform the duties relative to the classification. Candidates are responsible for reading all the material provided prior to completing the questionnaire. The information you provide will be evaluated using predetermined rating criteria. This Supplemental Application will account for 100% of the weight of your examination for this classification. To obtain a position on the eligible list, a minimum rating of 70% must be attained. If successful, your name will be merged onto a list based on your final score.

Resumes, letters of reference, and other materials will not be evaluated or considered as responses to items in the Supplemental Application.

A "631 Location Preference Form" is included in this Supplemental Application to allow you to select the location(s) in which you are interested in working. You will not be scored on the "631 Location Preference Form".

NOTE: FAILURE TO COMPLETE THIS SUPPLEMENTAL APPLICATION ACCURATELY AND PROPERLY WILL RESULT IN YOUR ELIMINATION FROM THIS EXAMINATION. CANDIDATES WHO FAIL TO FOLLOW THE INSTRUCTIONS AND/OR WHO SOLICIT INPUT OR ASSISTANCE FROM OTHERS TO COMPLETE THIS QUESTIONNAIRE WILL BE ELIMINATED FROM THE EXAMINATION. IT IS IMPORTANT THAT YOU RETAIN A COPY OF THIS SUPPLEMENTAL APPLICATION FOR YOUR RECORDS.

THIS AFFIRMATION MUST BE COMPLETED:

I hereby certify and understand the information provided by me on this Supplemental Application is true and complete to the best of my knowledge and contains no willful misrepresentation or falsifications. I understand this information may be verified at any time. I also understand if it is discovered I have made any false representations, I will be removed from the examination process, removed from the list resulting from this examination, and may not be allowed to compete in future examinations for State employment and I may be subject to prosecution for misdemeanor or felony offenses under California Law. Additionally, State employees may have adverse action taken against them up to and including dismissal.

Your signature (Required): _____ **Date:** _____

Print your name (Required): _____

Your supplemental application will not be scored if you do not provide your name.

Submit your completed Supplemental Application AND your Examination / Employment Application (STD. 678) (include "3FAEC" on your STD. 678), via email at exams@cdfa.ca.gov. You may also mail, apply in person, use parcel delivery, or courier service:

Examination Unit, Attention: Rachel Bonn
California Department of Food and Agriculture
1220 N Street, Room 242
Sacramento, CA 95814

SECTION I
WORK EXPERIENCE – EVENT COORDINATOR, DISTRICT AGRICULTURAL ASSOCIATION

Note to Applicant: For items 1 - 15, refer to the scale descriptions below and rate your level of experience.

Definition of Levels

Extensive Experience:

I have over 36 months of experience performing this task.

Moderate Experience:

I have over 24 months to 36 months of experience performing this task.

Basic Experience:

I have over 12 months to 24 months of experience performing this task.

Limited Experience:

I have over 9 months to 12 months of experience performing this task.

Minimal Experience:

I have up to 9 months experience performing this task.

NOTE: Credit will not be given for items not marked or incorrectly marked.

		Length of Experience				
		Extensive Experience	Moderate Experience	Basic Experience	Limited Experience	Minimal Experience
1.	Meet with clients to gather contract details and ascertain the equipment, physical setup, and personnel necessary to stage an event.					
2.	Create contracts with appropriate costs and charges for clients.					
3.	Coordinate with department supervisors the necessary personnel for event including but not limited to, security, parking lot attendants, ticket takers, ticket sellers, ushers, stagehands, janitors, and event staff.					
4.	Schedule and conduct production meetings and ensure appropriate staff are in attendance.					
5.	Assure set-up times, opening, readiness, and closing of facility with maintenance and event staff.					
6.	Handle complaints from tenants/public and coordinate correction of inadequacies and escalate when appropriate.					
7.	Review event bills for accuracy and send for approval/payment.					
8.	Ensure promoters pay in full prior to an event and issue payment receipts.					
9.	Assure compliance with facility and governmental fire, safety, and security regulations.					
10.	Ensure that all concessioners have insurance, health permits, food handlers license, and seller's permit.					
11.	Maintain contact with client before, during, and after event.					
12.	Assist management in scheduling, hiring, and/or evaluating event personnel.					
13.	Monitor event activities to ensure compliance with applicable regulations and laws.					
14.	Inspect event facilities prior to event to ensure that they conform to client requirements and needs.					
15.	Promote facility sales by meeting with professional and trade associations.					

Continue exam on next page.

SECTION II
KNOWLEDGE – EVENT COORDINATOR, DISTRICT AGRICULTURAL ASSOCIATION

For items 16 - 24, please rate your level of knowledge by indicating the box that best describes your level of knowledge in each of the following areas.

Definition of Levels:

Extensive Knowledge: I possess an expert knowledge level. I have effectively performed tasks related to this knowledge or ability in the most difficult and complex situations and have instructed others on specific aspects of this knowledge or ability.

Moderate Knowledge: I possess a sufficient knowledge level that has allowed me to perform tasks related to this knowledge or ability successfully and have applied it to an actual job.

Basic Knowledge: I possess some knowledge but may require additional instruction to apply this knowledge or ability effectively.

Limited Knowledge: I possess little or no education or training relevant to this knowledge or ability.

No Knowledge: I do not possess any education or training relevant to this knowledge or ability.

NOTE: Credit will not be given for items not marked or incorrectly marked.

Knowledge Level				
Extensive Knowledge	Moderate Knowledge	Basic Knowledge	Limited Knowledge	No Knowledge

16.	Knowledge of physical, organizational, personnel, and safety requirements necessary to coordinate major entertainment, commercial, or corporate events.
17.	Knowledge of principles and processes for providing exceptional customer service. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
18.	Knowledge of administrative and clerical procedures including managing files, records, and designing forms.
19.	Knowledge of applications such as but not limited to Microsoft Office, Google applications, or Dropbox.
20.	Knowledge of fire safety codes pertaining to event layout, design, and evacuations.
21.	Ability to independently identify and resolve emergency situations promptly and effectively.
22.	Ability to multi-task in a productive and efficient manner.
23.	Ability to establish and maintain effective relationships with employees, clients, and the public.
24.	Ability to work under pressure, including tight deadlines, complex projects, competing priorities, challenging interpersonal dynamics, and unexpected circumstances that require immediate attention, decision, and action.

**California Department of Food and Agriculture
District Agricultural Associations (DAAs)
631 LOCATION PREFERENCE FORM**

Please check the DAA(s) where you will accept employment (See DAA Map on last page).

District Agricultural Associations		County
☐	1- A DAA Cow Palace – Daly City	4100
☐	2nd DAA San Joaquin County Fair – Stockton	3900
☐	3rd DAA Silver Dollar Fair – Chico	0400
☐	4th DAA Sonoma Marin Fair – Petaluma	4900
☐	7th DAA Monterey County Fair – Monterey	2700
☐	9th DAA Redwood Acres Fair – Eureka	1200
☐	10th DAA Siskiyou Golden Fair – Yreka	4700
☐	10A DAA Tulelake-Butte Valley Fair – Tulelake	4700
☐	12th DAA Redwood Empire Fair – Ukiah	2300
☐	13th DAA Yuba-Sutter Fair – Yuba City	5100
☐	14th DAA Santa Cruz County Fair – Watsonville	4400
☐	15th DAA Kern County Fair – Bakersfield	1500
☐	16th DAA California Mid-State Fair – Paso Robles	4000
☐	17th DAA Nevada County Fair – Grass Valley	2900
☐	18th DAA Eastern Sierra Tri-County Fair – Bishop	1400
☐	19th DAA Santa Barbara Fair and Exposition – Santa Barbara	4200
☐	20th DAA Gold Country Fair – Auburn	3100
☐	21st DAA Big Fresno Fair – Fresno	1000
☐	21A DAA Madera District Fair – Madera	2000
☐	23rd DAA Contra Costa County Fair – Antioch	0700
☐	24th DAA Tulare County Fair – Tulare	5400
☐	24A DAA Kings Fair – Hanford	1600
☐	25th DAA Napa Valley Exposition - Napa	2800
☐	26th DAA Amador County Fair – Plymouth	0300
☐	27th DAA Shasta District Fair – Anderson	4500
☐	28th DAA San Bernardino County Fair – Victorville	3600
☐	29th DAA Mother Lode Fair – Sonora	5500
☐	30th DAA Tehama District Fair – Red Bluff	5200
☐	31st DAA Ventura County Fair – Ventura	5600
☐	33rd DAA San Benito County Fair – Tres Pinos	3500
☐	34th DAA Modoc District Fair – Cedarville	2500

**California Department of Food and Agriculture
District Agricultural Associations (DAAs)
631 LOCATION PREFERENCE FORM - CONTINUED**

☐	35th DAA Merced County Fair – Merced	2400
☐	35A DAA Mariposa County Fair & Homecoming – Mariposa	2200
☐	36th DAA Dixon May Fair – Dixon	4800
☐	37th DAA Santa Maria Fair Park – Santa Maria	4200
☐	38th DAA Stanislaus County Fair - Turlock	5000
☐	39th DAA Calaveras County Fair & Jumping Frog – Angels Camp	0500
☐	40th DAA Yolo County Fair – Woodland	5700
☐	41st DAA Del Norte County Fair – Crescent City	0800
☐	42nd DAA Glenn County Fair – Orland	1100
☐	44th DAA Colusa County Fair – Colusa	0600
☐	45th DAA California Mid-Winter Fair & Fiesta – Imperial	1300
☐	46th DAA Southern California Fair – Perris	3300
☐	48th DAA School's Agriculture & Nutrition Program – Pomona	1900
☐	49th DAA Lake County Fair – Lakeport	1700
☐	51st DAA The Valley Fair – Lancaster	1900
☐	52nd DAA Sacramento County Fair – Sacramento	3400
☐	53rd DAA Desert Empire Fair – Ridgecrest	1500
☐	54th DAA Colorado River Fair – Blythe	3300

Please check the tenure and time base you are willing to work:

- ☐ **Permanent Full-Time ONLY (D)**
- ☐ **Will work any Tenure or Time Base (A)**

PRINT YOUR NAME

SIGN YOUR NAME

DATE

Explore...

CALIFORNIA FAIRS



Provided by CDFA's Division of Fairs and Expositions 1010 Hurley Way, Suite 200 Sacramento, CA 95825 916.263.2955