



## **Groundskeeper**

**Exam Code: 3PB35**

**Department:** State of California

**Exam Type:** Servicewide, Open

**Final Filing Date:** Cut off dates will be set periodically

### **CLASSIFICATION DETAILS**

**Groundskeeper** – \$3,548.00 - \$4,628.00 per month

View the [Groundskeeper 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 **twelve (12)** months.

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

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

California Department of Human Resources

CalCareer Service Center  
1810 16<sup>th</sup> Street  
Sacramento, CA 95814

Phone: (866) 844-8671

Email: [CalCareer@CalHR.CA.GOV](mailto:CalCareer@CalHR.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.

### Groundskeeper

#### Either 1

Six months of experience in the California state service performing the duties of a Service Assistant (Maintenance).

#### Or 2

One year of experience in [flower gardening and general grounds maintenance work](#).

#### Or 3

Successful completion of a [formal vocational training program in flower gardening and general grounds maintenance work](#) such as those operated under the Manpower Development Training Act, the Work Incentive Program, or similar programs operated by State, Federal, or local agencies through school districts.

#### Or 4

Education: Completion of a [two-year curriculum in ornamental horticulture or landscape work](#) at the junior college or college level. (Persons registered in the last year of the required curriculum will be admitted to the examination, but must produce evidence of completion of the required education before eligible for appointment.)

## POSITION DESCRIPTION

### Groundskeeper

Plants, cultivates, waters and sprays ornamental plants, shrubs, hedges, trees and flowers, and propagates cuttings; plants and cares for lawns; maintains plants along highways and in semiarid regions; rakes leaves, hoes weeds, and performs general grounds maintenance work; prepares and treats soils for planting and spades and fertilizes flower beds and sets out plants; supervises the work of inmate or patient helpers; keeps greenhouses and other buildings in repair and free from diseases and pests; keeps grounds clean and orderly; maintains hoses, tools, supplies, and equipment in proper condition and repair; trims trees, hedges, and shrubs and erects tree supports; does general laboring tasks related to grounds and garden maintenance work.

## **EXAMINATION SCOPE**

This examination consists of the following components:

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

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

The online multiple choice examination is designed to evaluate a candidate's knowledge in the area of Grounds Maintenance.

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 of:**

1. Proper methods of planting, cultivating, and caring for hedges, ornamental trees, shrubs, lawns, and flowers
2. Gardening materials, tools, and equipment, and their use and care
3. Approved methods and materials used in controlling and eradicating common plant diseases and inspect pests.

### **Skill in:**

Performing miscellaneous gardening and grounds maintenance work.

### **Ability to:**

1. Read and write English at a level required for successful job performance
2. Recognize the more common plant diseases and insect pests and approved methods and materials used in controlling and eradicating them
3. Recognize the more common species of ornamental shrubs, trees, and flowers grown in California
4. Follow oral and written directions

5. Direct the work of inmate or patient helpers.

### **Special Personal Characteristic**

Willingness and ability to do general manual labor

## **ELIGIBLE LIST INFORMATION**

A servicewide, open eligible list for the Groundskeeper 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 for this exam, because it does not meet the requirements to qualify for Career Credits.

## **PREPARING FOR THE EXAMINATION**

This exam is designed to assess your knowledge of grounds maintenance. This is a 90 minute timed examination. There is no way to pause, stop, or reset the timer once you start. Please ensure you have the full 90 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 90 minute timed examination, it is recommended you do not take the examination until you are able to do so.

## **TAKING THE EXAMINATION**

**We recommend using Chrome, Firefox, or Edge for optimal performance when accessing the examination.**

This is a 90-minute timed examination. There is no way to pause, stop or reset the timer once you start. Please ensure you have the full 90 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 90-minute timed examination, it is recommended you do not take the examination until you are able to do so.

**Take the Groundskeeper online multiple choice examination.**

Please note: If you need special testing arrangements, please select the Reasonable Accommodation box prior to the beginning of the online exam.

## **TESTING DEPARTMENTS**

State of California (all State of California departments)

## **CONTACT INFORMATION**

California Department of Human Resources  
CalCareer Service Center  
1810 16<sup>th</sup> Street  
Sacramento, CA 95814  
Phone: (866) 844-8671  
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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 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 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 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.