



# SENIOR LAND SURVEYOR

**Exam Code: 3WR57**

**Department:** State of California

**Exam Type:** Servicewide, Open

**Final Filing Date:** January 30, 2024

## CLASSIFICATION DETAILS

SENIOR LAND SURVEYOR – \$10,886 - \$13,625 per month

[View the Senior Land Surveyor classification specification](#)

## APPLICATION INSTRUCTIONS

Final Filing Date: January 30, 2024

Examination Applications (STD. 678) must be postmarked or submitted in person no later than the final filing date. Applications postmarked or submitted after 4:30pm on the final filing date will not be accepted for any reason. Dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the USPS or equivalent mobile print technology, are not acceptable proof of the date the application and any other required documents or materials were filed/mailed. Faxed or emailed applications will not be accepted.

### **Who Should Apply:**

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

## **How To Apply:**

It is the personal responsibility of each examination candidate to submit their application materials within the timeframe and in the manner specified on this examination bulletin.

Examination Applications (STD 678) may be mailed or submitted in person by the final filing date to the mailing address below or submitted in person by the final filing date to the address and specific floor listed below. **Applications mailed or submitted in person to any other location shall not be accepted.**

## **MAILING ADDRESS:**

Department of Water Resources

P.O. Box 1079

Sacramento, CA 95812

**OR**

## **SUBMIT IN PERSON:**

Department of Water Resources

Division of Human Resources

715 P Street, 7th floor

Sacramento, CA 95814

## **DO NOT MAIL OR SUBMIT APPLICATIONS TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES OR DEPARTMENT OF WATER RESOURCES' FIELD OFFICES.**

Examination Applications must be dated and signed with an original signature. Applications must include "to" and "from" dates (month/day/year), job title, time base, and duties performed. Applications received without this information will be rejected. Resumes and other attachments will not be accepted in lieu of a completed application.

## **Special Testing Arrangements:**

If you need special testing arrangements, mark the appropriate box in Question 10 of the Examination Application (STD. 678) and submit the Accommodation Request form (STD. 679) with your application. You will then be contacted to make specific arrangements.

If you require special testing arrangements due to a verified disability or medical condition, please contact: Bulletin Date: Select Date California Department of Human Resources CalCareer Service Center 1810 16th Street Sacramento, CA 95814 Phone: (866) 844-8671 Email: 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 minimum qualifications for this examination by the final filing date.

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, “or” 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.

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.

### **SENIOR LAND SURVEYOR**

#### **Either I**

One year of experience performing the duties equivalent to a Chief of Land Surveys in the California state service.

#### **Or II**

Two years of experience performing the duties equivalent to a Land Surveyor Supervisor in the California state service.

#### **Or III**

Three years of supervising varied and difficult field and/or office surveying work, one year of which is equivalent in responsibility to the Chief of Land Surveys level in the California state service.

## **POSITION DESCRIPTION**

### **SENIOR LAND SURVEYOR**

This is the program supervisor and administrative level of the series. Incumbents are over a program element of the largest departmental surveying operation, such as field surveys, photogrammetry, or right of way surveying. Under general direction, incumbents investigate, negotiate and advise concerning complex surveying projects. They will plan, organize, and supervise a staff engaged in land surveying, property title analysis, or preparation of property description. They will also serve as an advisor to executive staff relative to land or engineering surveying matters and represent the State on technical matters as required.

## **EXAMINATION SCOPE**

Applicants who meet the minimum qualifications will be emailed the link to the qualifications assessment. Be sure to include your current/valid email address on your application. Failure to provide your current/valid email address will prevent you from taking the 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 job demands, each applicant's:

### **Knowledge of:**

- 1) Fundamental surveying, mathematics, and basic science as applied to surveying.
- 2) Methods of precise survey measuring.
- 3) Use and adjustment of precision surveying instruments.
- 4) Procedures, equipment, and materials used in surveying, including conventional and state-of-the-art.
- 5) Mapping and drafting techniques.
- 6) Mathematics and procedures used in plane and geodetic surveying.
- 7) Computer applications and usage.
- 8) The California Coordinate System.
- 9) Code of Safe Surveying Practices.
- 10) Photogrammetric mapping procedures.
- 11) Principles and practices of boundary determination, land title research and surveying.
- 12) Legal descriptions of real property.

- 13) Methods and terminology used in searching for land titles and factors involved in determining ownership of property.
- 14) Real property acquisition and mapping laws pertaining to public and private ownership of real property.
- 15) Monumentation of facilities.
- 16) Factors which influence the impact of departmental projects on property and basic net.
- 17) Right of way engineering projects.
- 18) Planning, design, construction and right of way procedures and policies as they relate to surveys.
- 19) The Land Surveyors' Act, Subdivision Map Act and other statutes related to land surveying.
  
- 20) Departmental plans, standards, policies and procedures for planning, design, right of way and construction as they relate to surveys.
- 21) Methods, equipment and materials used in the surveying and mapping of State facilities.
- 22) Computers and state-of-the-art surveying and related equipment.
- 23) Principles of effective communications and supervision.
- 24) A supervisor's role in safety, health and labor relations and the processes available to meet these program objectives.
- 25) Department's Equal Employment Opportunity program objectives.
- 26) A manager's role in the Equal Employment Opportunity program and the processes available to meet Equal Employment Opportunity objectives.
- 27) All phases of surveying performed by the Departments, and principles, techniques of personnel management and supervision.

**Ability to:**

- 1) Perform the less complex field and office surveying work.
- 2) Make precise survey measurements.

- 3) Interpret legal descriptions of real property.
- 4) Make and interpret the less difficult survey calculations.
- 5) Apply and utilize the principles of the California Coordinate System
- 6) Research, analyze, check and adjust survey data.
- 7) Research and compile evidence and documentation for boundary determination.
- 8) Assist in the planning, directing and coordinating the work of a group of survey or right of way engineering personnel.
- 9) Do mapping and drafting.
- 10) Analyze situations accurately and take effective action.
- 11) Prepare clear and concise reports and correspondence.
- 12) Write property descriptions and prepare legal land documents and descriptions.
- 13) Operate precise surveying instruments (conventional and state-of-the-art).
- 14) Establish and maintain friendly, business-like relations with those contacted in the course of the work.
- 15) Communicate effectively both orally and in writing.
- 16) Perform complex field and office surveying work.
- 17) Make and interpret difficult survey calculations.
- 18) Plan and direct the work of a survey party.
- 19) Make necessary corrections and/or revisions to construction plans, under direction of the Resident Engineer, when required to meet field conditions and/or comply with policies and standards.
- 20) Plan and direct the work of a staff engaged in survey and right of way engineering office work.
- 21) Plan and direct the work of a staff engaged in resolution of legal property descriptions.
- 22) Prepare and coordinate the preparation of appraisal maps, deeds and interpretation of legal property descriptions.
- 23) Prepare clear and comprehensive reports and technical correspondence.

24) Review the work of others for compliance with legal requirements, policies and specifications.

25) Effectively contribute to the departmental safety, health and labor relations objectives.

26) Effectively contribute to the department's Equal Employment Opportunity objectives.

27) Evaluate computer hardware and software utilized in land surveying.

28) Evaluate land survey equipment.

29) Plan and direct the work of staff assigned to a variety of surveying related projects in surveys and/or right of way engineering.

## ELIGIBLE LIST INFORMATION

A servicewide, open eligible list for the Senior Land Surveyor 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 **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.

## EXAMINATION INFORMATION

This examination will consist of a **Training and Experience Evaluation** weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. Competitors who do not complete the Training and Experience Evaluation will be disqualified.

Applicants who meet the minimum qualifications will be emailed the link to the qualifications assessment. **Be sure to include your current/valid email address on your application.** Failure to provide your current/valid email address will prevent you from taking the examination.

## **EXAMINATION DATE**

It is anticipated that the qualified applicants will receive the Training & Experience Evaluation the month of March 2024. The qualified applicants will then have 10 business days from the day the link is sent to take the qualification assessment.

## **TESTING DEPARTMENT**

State of California (all State of California departments)

## **CONTACT INFORMATION**

For information regarding this examination, please contact Chanel Harris at (916) 902-6822.

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.

## **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.

**Examination Locations:** When a written or performance test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, qualifications appraisal interviews are scheduled in Sacramento and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

**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.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD 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.

**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.