



District Superintendent 1

Exam Code: 6PB25

Department: Department of Parks and Recreation

Exam Type: Departmental, Open

Final Filing Date: Continuous

CLASSIFICATION DETAILS

District Superintendent 1 – \$10,037.00 - \$13,733.00 per month

View the [District Superintendent 1 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.

Once you have taken this examination, you may not retake it for **nine (9)** months.

How To Apply:

The link to connect to the Training and Experience Evaluation is located farther down on this bulletin in the "Taking the Exam" section.

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.

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.

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(Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as 'Either' 1, 'or' 2, 'or' 3, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern 1, and additional experience amounting to 50% of the required time of Pattern 2, may be admitted to an examination as meeting 100% of the overall experience requirement.)

Possession of a valid driver license of the appropriate classification issued by the Department of Motor Vehicles. (Applicants who do not possess the license will be admitted to the examination, but they must produce evidence of the license before they can be considered eligible for appointment.), **and**

Education: Successful completion of two years (60 semester units) of study from a State accredited college or university of which a minimum of 21 semester units must be successfully completed satisfying the [General Education Curriculum](#) standards. Courses which meet this requirement include: Natural/Social Sciences, Language, Humanities, and Mathematics.

California state civil service experience used to meet the minimum qualifications does not require peace officer duties/status.

EITHER 1

One year of experience in the California state service performing the duties of a classification with a level of responsibility not less than that of a [State Park Superintendent 3](#).

OR 2

Two years of experience in the California state service performing the duties of a classification with a level of responsibility not less than that of a [State Park Superintendent 2](#).

OR 3

Experience: Five years of [broad and extensive experience](#) in the management or administration of a [park, public recreational area, historical area, or a resource or recreation management organization](#). Two years of this experience must include management of multiple programs through subordinate supervisors, **and**

Education: Graduation with a Bachelor's degree from a recognized four-year accredited college or university. (Additional qualifying experience as indicated in Pattern III may be substituted for up to two years of the required education on a year-for-year basis.)

POSITION DESCRIPTION

District Superintendent 1

Positions in the series work as district superintendents. Incumbents direct the overall activities of a district which include: natural and cultural resource management and protection, visitor services, interpretation, aquatic programs, facilities maintenance, capital outlay engineering, landscaping, property management, historic properties preservation, concessions, equipment, and administration including budget preparation and review, revenue collection, employee development and performance evaluation, and employee discipline. Incumbents also oversee the public safety and law enforcement activity. Incumbents also work with cooperative associations and volunteer groups, community and allied public sector groups, and the media.

Positions in this classification serve as superintendents of level 4 districts. Supervision may include staff at the State Park Superintendent 1, 2, or 3 levels or other classifications at equivalent levels.

Special Personal Characteristics: Possess strong leadership and communication skills, aptitude and demonstrated interest in park and recreation work, philosophy, and principles; willingness to wear the prescribed uniform and conform to departmental personal appearance standards; willingness to work at various locations throughout the State; willingness to work on Saturdays, Sundays, and holidays and during odd or irregular hours; aptitude for interpretive and public relations work; emotional maturity; dependability; punctuality; tact and diplomacy; poise and self-confidence; sensitivity to needs and attitudes of others; neatness and courtesy.

EXAMINATION SCOPE

This examination consists of the following components:

Training and Experience Evaluation – Weighted 100% of the final score.

The examination consists solely of a **Training and Experience Evaluation**. To obtain a position on the eligible list, a minimum score of 70% must be received. Applicants will receive their score upon completion of the Training and Experience Evaluation process.

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. Principles and practices of administering, interpreting, protecting, and maintaining State park districts.
2. Mission, goals, organization, policies, procedures, and rules of the Department of Parks and Recreation.

3. Principles and techniques of natural and cultural resource management and protection and enhancement of biological diversity.
4. Principles of public safety including: visitor management, law enforcement management, hazardous materials management, critical incident command, and aquatic safety.
5. Principles of business and fiscal management.
6. Budgeting and budget administration, grant development and administration, concessions management, revenue generation, auditing practices and procedures.
7. Principles of personnel management, supervision and leadership, labor relations, volunteer program management, Equal Employment Opportunity laws, occupational health and safety, employee development techniques.
8. Modern management methods including: data collection strategies, data analysis tools, problem solving, and long-range planning;
9. Principles of public administration, nonprofit organizational structure, political process, social and economic trends, intergovernmental planning processes, community and media relations techniques.
10. Principles of facilities maintenance, construction, repair, restoration, housekeeping, groundskeeping, equipment maintenance, water and waste water systems management, and preventive maintenance practices.
11. Methods of interpretation and education relative to natural, cultural, and recreational resources.
12. Real property management methods and procedures and land acquisition practices.

Ability to:

1. Lead and direct the operation of a level 4 State park district.
2. Identify, develop and implement relevant programming and services to engage and provide access for underserved populations and non- traditional park visitors.
3. Organize, coordinate, plan, and supervise programs for visitor services, resource management and protection, administration, maintenance, interpretation and special services of park districts.
4. Develop and provide staff services and programs to support and monitor field activities.
5. Analyze situations, solve problems, and take effective action.
6. Define a clear link between actions, long-term goals, and department mission.
7. Ensure efficiency of work processes.
8. Determine and respond to changing needs and expectations.
9. Establish and maintain effective relations with community organizations, special interest groups, local State and Federal agencies, legislators, legislative staff, and the media.

10. Coordinate mutual aid operation with other agencies.
11. Build and maintain relationships across work groups.
12. Plan and facilitate effective teams and coalitions.
13. Work with a variety of persons and organizations having diverse issues, concerns, agendas, and values.
14. Provide leadership to public and private sector working groups to achieve workable solutions consistent with departmental goals.
15. Analyze and interpret data in decision-making.
16. Evaluate and measure the effectiveness of processes.
17. Understand and utilize modern information systems.
18. Plan and implement personnel practices, motivate and support staff, plan and implement employee development and programs.
19. Effectively contribute to the Department's Equal Employment Opportunity programs.

ELIGIBLE LIST INFORMATION

A departmental, open eligible list for the **District Superintendent 1** classification will be established for:

Department of Parks and Recreation

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.

Career Credits **will not** be added to the final score of competitors who are successful in this examination.

EXAMINATION INFORMATION

[Preview of the District Superintendent 1 Training and Experience Evaluation](#)

PREPARING FOR THE EXAMINATION

Here 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 above.

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

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

TAKING THE EXAMINATION

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

Take [the District Superintendent 1 examination](#)

TESTING DEPARTMENTS

Department of Parks and Recreation

CONTACT INFORMATION

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

California Department of Human Resources

Attn: Examination Services

1515 S Street

Sacramento, CA 95811

Phone: 1-866-844-8671

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 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 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 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.