REVISED EXAMINATION ANNOUNCEMENT

TODAYS DATE: OCTOBER 18, 2019

EXAM TITLE: FORESTRY LOGISTICS OPERATOR
EXAM CODE: 9FS24
EXAM BASE: OPEN
DEPARTMENT: DEPARTMENT OF FORESTRY AND FIRE PROTECTION

FINAL FILING DATE: **NOVEMBER 4, 2019***

The bulletin announcing the above examination has been amended as follows:

***The final filing date has been extended to **November 4, 2019**. Applications postmarked after **November 4, 2019** will **NOT** be considered for this examination.

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 an application.

Forestry Logistics Officer I

Exam Code: 9FS24

DEPARTMENT(S):	**Department of Forestry & Fire Protection**
OPENING DATE:	September 20, 2019
FINAL FILING DATE:	November 4, 2019
EXAM TYPE:	OPEN
SALARY:	$3,567.00- $4,949.00
LOCATIONS:	Statewide

EQUAL EMPLOYMENT & DRUG FREE STATEMENTS

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.

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.

WHO CAN APPLY

Persons who meet the minimum qualifications of the classification, as stated on this examination bulletin. All applicants must meet the education and/or experience requirements by the final filing date of **November 4, 2019** unless otherwise noted on the class specification.

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, mark the appropriate box on the application and/or contact the Department of Forestry and Fire Protection at (916) 445-7824.

HOW TO APPLY

To apply for this examination, please complete and return the following:

- Examination/Employment Application (STD.678). This can also be found on the California Department of Human Resources' website. *You may submit your application by mail or in person.*

SUBMIT BY MAIL OR IN PERSON:
Department of Forestry and Fire Protection
1300 U Street
Sacramento, CA 95818
Examination Unit – (Attn: Elena Villegas)

DO NOT SUBMIT APPLICATIONS VIA E-mail

Applications postmarked or personally delivered after the final filing date, **November 4, 2019** will not be accepted for any reason.

All applications/resumes must include "from" and "to" employment dates (month/day/year), time base, and applicable civil service class titles. Applications/resumes received without this information will be rejected.

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 an application.

EXAMINATION INFORMATION

To obtain a position on the eligible list, applicants must receive a minimum rating of 70% on the examination. *This exam will consist of the following*:

STRUCTURED INTERVIEW (QUALIFICATIONS APPRAISAL PANEL)
WEIGHTED AT 100%

In this type of exam candidates will be asked pre-determined, job-related questions by a three-person panel and rated against pre-determined benchmarks. *Candidates will be provided with scratch paper and a pencil.*

It is anticipated interviews will be held in **November/ December 2019**.

PLEASE NOTE: All exam questions are based on the Knowledge, Skills and Abilities listed in this bulletin and the Forestry Logistics Officer classification specification which is located on the CAL HR website. Use this information when preparing for this exam and retain this bulletin for your reference.

CANDIDATES WHO DO NOT APPEAR FOR THE STRUCTURED INTERVIEW (QUALIFICATIONS APPRAISAL PANEL) EXAMINATION WILL BE DISQUALIFIED.

MINIMUM QUALIFICATIONS

Possession of a valid California driver's license of the appropriate class issued by the Department of Motor Vehicles. Applicants who do not possess the license will be admitted into the examination but must secure the license prior to appointment.

EITHER I

One year of experience as a Materials and Stores Specialist in a business services assignment performing procurement, supply, redistribution, and inventory accounting duties.

OR II

Three years of logistical operations experience performing purchasing, requisition, receipt, storage, and redistribution of supplies and the inventory control duties, or a combination of these duties. (Experience in the California state service applied toward this requirement must include one year performing the duties of a class with a level of responsibility not less than that of Materials and Stores Specialist.)

ADDITIONAL DESIRABLE QUALIFICATIONS

Education equivalent to completion of the twelfth grade; completion of college-level work in the fields of accounting, business administration and/or fire science; logistics experience in an emergency response organization; willingness to perform heavy lifting; work long irregular hours; travel throughout the State for extended periods; only mildly susceptible to poison oak.

ELIGIBLE INFORMATION

A Departmental eligible list will be established for the Department of Forestry and Fire Protection. This list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination AND the notice to appear showing the scheduled date and time of the exam.

POSITION DESCRIPTION

This is the entry and journey level in the class series. Incumbents are responsible for planning, organizing, and managing the logistical operations either (1) within a ranger unit, under the direction of a State Forest Ranger II, or (2) at region headquarters, assisting in the management of the logistics operations.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

1. English language to read, write, comprehend, and communicate in order to exchange information and accomplish daily activities.
2. How to effectively communicate with others (e.g., colleagues, inmates and wards, local fire agencies, vendors) to maintain working relationships.
3. Basic arithmetic (e.g., addition, subtraction, division, multiplication) to perform accurate calculations when managing inventory, ordering, and purchasing.
4. The use of computers or mobile devices to search the internet and/or databases to obtain necessary information.
5. The use and operation of office equipment (e.g., calculator, computer, fax machine) to complete administrative duties (e.g., inventory, logs, record keeping).
6. Defensive driving and rules of the road to arrive safely at the destination.
7. Methods and practices used in inventory management (e.g., recording, inspecting, maintaining) to ensure minimum levels of inventory.
8. Organizing and maintaining filing systems to keep an account of records (e.g., inventory, training, archives).

Skill to:

1. Safely maneuver and lift heavy and bulky items (e.g., pallets, ice chests, boxes) in order to minimize injuries and transport materials safely.
2. Safely drive a variety of Department vehicles (e.g., stake-side, truck, van) in a variety of weather conditions and topography.
3. Load and secure items (e.g., strap down, distribute load, vehicle selection) into a vehicle for safe transportation.

4. Operate a computer and utilize software (e.g., Microsoft Office Suite, electronic Fire Control-33, CalATERS) to accomplish administrative duties and record keeping.
5. Operate various types of office equipment (e.g., calculator, copier, fax machine) to accomplish administrative duties.

Ability to:

1. Work independently to accomplish work assignments.
2. Maintain a valid driver's license to enable the safe and legal operation of Department-owned vehicles (e.g., van, stake-side, truck).
3. Use diplomacy while communicating and working with a variety of individuals (e.g., vendors, personnel, public) to maintain a professional work environment.
4. Maintain composure under stress to exercise sound judgement in situations with a high consequence of error (i.e., emergency incidents).
5. Provide for urgent and immediate needs (e.g., supplies, food, lodging) of the incident.
6. Read, write, and speak English to successfully complete tasks.
7. Lift and carry at least 50 pounds repeatedly over the course of a work day to accomplish tasks (e.g., load, deliver, organize).
8. Clearly communicate both verbally and in writing to convey information and to accomplish work assignments.
9. Drive for extended periods of time to arrive safely at the required destination.
10. Analyze various situations accurately and take effective action to support operational needs.
11. Multitask to complete daily work assignments (e.g., shipping, receiving, filling orders) and to support emergency incidents.
12. Maintain inventories (e.g., counting stock, placing orders, reconciliation) to ensure accountability.
13. Interpret and utilize navigation sources and tools (e.g., road maps, Global Positioning System, compass) in order to arrive safely and timely to the destination.
14. Give clear and concise instruction to direct the work of others (e.g., firefighters, inmates or wards, emergency workers).
15. Operate warehouse equipment (e.g., pallet jack, fork lift, hand truck) to lift heavy objects independently to relocate items to a desired location.
16. Assess when a task is beyond your capabilities and ask for help to minimize potential errors.
17. Be assertive when making decisions to fulfill the needs of the Department.
18. Utilize effective time management to prioritize workload.
19. Develop internal tracking tools (e.g., badge logs, spreadsheets, inventory lists) for the specific needs of the job.

VETERANS' PREFERENCE

Veterans' Preference will be granted for 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. And 3) Veterans' Preference is not granted once a person achieves permanent civil service status. Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application (Std. Form 1093), which is available at CAL HR Veterans Information , and the Department of Veterans Affairs.

CONTACT INFORMATION

Department of Forestry and Fire Protection
(916) 445-7824
CALFIREexams@fire.ca.gov

TDD is Telecommunications Device for the Deaf and is reachable only from phones Equipped with a TDD Device
1 (800) 735-2929 (TT/TDD) 1 (800) 735-2922 (Voice)
STS is Speech-to-Speech Service for persons with a speech disability and is reachable at
1 (800) 854-7784 (California) or 1 (800) 947-8642 (Nationwide)

GENERAL INFORMATION

For all examinations (with or without a written feature), it is the candidate's responsibility to contact the Department of Forestry and Fire Protection, (916) 445-7824, three weeks after the cut-off/final filing date if he/she has not received a progress notification or notice to appear.

If a candidate's notice of oral interview or performance test fails to reach him/her three days prior to their scheduled appointment due to a verified postal error, he/she will be rescheduled upon written request.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions

warrant. However, locations of interviews or performance evaluations may be limited or extended as conditions warrant.

Applications are available online at CalHR, local offices of the Employment Development Department and the testing Department on this job bulletin.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The Department of Forestry and Fire Protection 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 competitors will be notified.

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 classification. 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.

Confidentiality and Security: Pursuant to Government Code Sections 19680(c) and 19681(b) it is unlawful to copy and/or furnish confidential examination material for the purpose of either improving or injuring the chances of any person or to obtain examination questions or other examination material before, during, or after an examination. Every person violating these provisions is guilty of a misdemeanor, and adverse action will be pursued. This may result in the person being barred from competition in future examinations, withheld from certification lists, or cancellation of eligibility for employment in State civil service.

How to apply for Veterans' Preference: The California Department of Human Resources (CalHR) has information on how to apply for Veterans' Preference at CAL HR Veterans Information, and the Application for Veterans' Preference Application for (CalHR 1093). Additional information is also available on the Department of Veterans Affairs website.