



FORESTRY ASSISTANT II

Exam Code: 1FS08

DEPARTMENT(S): Department of Forestry & Fire Protection
OPENING DATE: February 1, 2021
FINAL FILING DATE: March 2, 2021
EXAM TYPE: OPEN
SALARY: \$4,394.00 - \$6,096.00
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 **March 2, 2021** 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 you **MUST** submit the [Accommodation Request Form \(STD. 679\)](#) with your application. This can also be found on the California Department of Human Resources website.

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.*
- A Training and Experience Narrative which is a written document responding to the questions in the **EXAMINATION INFORMATION** which will demonstrate how your background meets the knowledge, skills, and abilities cited in this examination bulletin.

SUBMIT BY MAIL:

Department of Forestry and Fire Protection
710 Riverpoint Court,
West Sacramento, CA 95605
Examination Unit – (Attn: Elena Villegas)

DO NOT SUBMIT APPLICATIONS VIA E-mail

Applications postmarked or personally delivered after the final filing date, **March 2, 2021** 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:*

**TRAINING AND EXPERIENCE NARRATIVE
WEIGHTED AT 100%**

A TRAINING AND EXPERIENCE NARRATIVE DOCUMENT WHICH RESPONDS TO THE FOLLOWING THREE (3) QUESTIONS:

1. Describe three (3) or more of the following forestry skills and/or subject areas and why they are important in resource management: Map reading, cruising methods, stocking survey, silviculture, dendrology.
2. You are the project lead working on one (1) work site with multiple crews. All crew members are working as normal when you notice a crew member suffers a moderate-to-severe injury. What steps would you take in handling this situation?
3. You are assisting a Registered Professional Forester (RPF) on a project plan and come across an unmapped/unclassified water course. What steps would you take to assess, document and protect the water course?

When preparing your Training and Experience Narrative; follow the instructions below:

- Nothing smaller than Arial 10-point font
- Limit your responses to no more than a total of three (3) pages (**Only the first three (3) pages will be scored**)
- Your document MUST be typewritten (**NO handwritten narratives**)
- Please clearly label the number that corresponds to the question to which you are responding.
- You may include multiple responses on a single page.

In this type of exam, the TRAINING AND EXPERIENCE NARRATIVE DOCUMENT is the examination. It is imperative you refer to the knowledge, skills, and abilities when responding to the questions above. **APPLICATIONS RECEIVED WITHOUT A THE NARRATIVE MAY RECEIVE A DISQUALIFYING SCORE.**

PLEASE NOTE: All exam questions are based on the Knowledge, Skills and Abilities listed in this bulletin and the [Forestry Assistant II](#) 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. It is anticipated Training and Experience Narrative evaluations will be held in **March/ April 2021**

MINIMUM QUALIFICATIONS

EITHER I

EXPERIENCE: Three years of experience in California state service performing the duties of a Forestry Assistant I. (Candidates who are within six months of meeting experience requirements may take the examination but cannot be appointed until they have obtained the required experience.)

OR II

EXPERIENCE: Five years of progressively responsible resource management experience. (Qualifying experience includes: reforestation, timber harvest operations, urban forestry, or other related forestry work; environmental protection work; fire control experience in the California Department of Forestry and Fire Protection, of which a minimum of two years must have been at a level of responsibility equivalent to the class of Fire Apparatus Engineer.)

OR III

EDUCATION: Equivalent to graduation from college with a degree in forestry, natural resource management, conservation, or a closely related subject. (Registration as a senior will admit applicants to the examination, but they must produce evidence of graduation or its equivalent before they can be considered eligible for appointment.)

APPLICANTS QUALIFYING UNDER PATTERN III ABOVE MUST INCLUDE A COPY OF THEIR COLLEGE TRANSCRIPT(S) AND/OR DEGREE.

ADDITIONAL DESIRABLE QUALIFICATIONS

Possession of a valid California driver license of the appropriate class issued by the Department of Motor Vehicles.

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.

POSITION DESCRIPTION

This is the first working level in the series. Incumbents assist Foresters in performing the most complex technical assignments in resource management and assume lead responsibility over lower level technicians.

They may also perform as specialists responsible for a specific segment of a program area, including but not limited to law enforcement. As part of the Department's emergency response team, during fire season incumbents will perform fire control or other emergency duties for which they have been trained at a level of responsibility comparable to the classification of Fire Captain and may occasionally perform such assignments at other times. Rotation in assignments at this level is planned experience for employee development. Incumbents at this level will be encouraged to pursue formal academic course work and will be enrolled in "Continuing Education for Foresters" as necessary to enhance job performance and career advancement. In addition, persons entering State service at this level will, as necessary, receive in a timely manner and prior to working in emergency assignments, all required training for the class specification. One of the requirements for permanent status in this class is successful completion of the required training.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

1. Good resource management principles and practices.
2. Basic conservation techniques.
3. The various Department of Forestry program functions and their elements.
4. Stocking survey work.
5. Resource management grant evaluation techniques.
6. Basic fire control methods and equipment.
7. Map reading.
8. Cruising methods.
9. Silviculture.
10. Dendrology.
11. Elementary forest practices.
12. Fire prevention and suppression methods.
13. Land management.
14. Forest disease and pest evaluation policies and procedures.
15. Ground check procedures.
16. Burn and land management plan preparation.
17. Forestry inventory procedures.
18. Timber sales preparation.
19. Fire behavior.

20. Different species of trees and plants for correct identification to apply to forest management and to assist and educate the public.
21. California Forest Practice Act to promote sustainable forest and resource protection.
22. Forest measurement tools used for field measurements of trees and slope of the ground for accurate recording of data.

23. Basic computer software programs to electronically compile and analyze data to produce reports.
24. California Environmental Quality Act to identify the significant environmental impacts of forestry and other projects on the natural resources of California.
25. Mapping methods and practices to accurately interpret mapping data for use in Resource Management, forest practice, and fire suppression.
26. Silvicultural practices for controlling the establishment, growth, composition, and health of forests.
27. Office management tools and procedures to maintain accurate records for program requirements.
28. Environmental review processes for State and Federal laws for compliance with State and Federal environmental documentation laws.
29. Watershed management and erosion control methods to protect forest resources to comply with State laws and regulatory requirements and Department standards.
30. Fire behavior sufficient to employ appropriate suppression strategies and tactics to meet the Department's mission to provide safety and protection of the public and natural resources.
31. Various forest harvesting methods and practices to ensure that equipment and practices are utilized to protect all forest resources from misuse.
32. Reforestation practices and principles to ensure adequate regeneration of forestlands.
33. The process of a timber harvest plan to assist the Registered Professional Forester in preparing the plan for harvesting purposes.
34. Forest mensuration science to measure the contents of standing and felled timber to estimate growth and yields as it applies to forest management.
35. Pest management concepts, methods, and identification of forest and range pests to protect the natural resources.
36. Vegetation management to reduce fuel loading and manage fire potential.
37. Tree nursery production and seedling distribution to accomplish reforestation for the private sector and the natural resources of California.
38. California Urban Forestry Act and associated principles to promote sustainable urban forests.
39. Landowner assistance programs to assist individual landowners with land management planning.

Skill to:

1. Drive appropriate Department vehicles in all weather conditions and terrains.
2. Use all forestry tools and equipment accurately and efficiently according to Department policies and procedures.
3. Operate computer programs efficiently to perform daily job functions.

Ability to:

1. Receive and understand instructions and to carry out assignments.
2. Interpret laws, rules, and regulations and apply them effectively.

3. Collect and evaluate data and prepare technical reports.
4. Work effectively, independently, or in a group setting.
5. Utilize good judgment and take appropriate action in emergency situations.
6. Understand and employ good safety practices.
7. Learn to operate a variety of forestry fire suppression tools and equipment.
8. Accept increasing responsibility in the level of difficulty of tasks performed.
9. Learn how to operate State fire suppression vehicles and equipment.
10. Perform as an experienced member of a fire suppression crew.
11. Compile and maintain detailed reports.
12. Perform cost analyses.
13. Accept lead responsibility for assigned projects.
14. Prioritize the work of lesser-experienced employees.
15. Supervise a fire crew in a fire station.
16. During emergency operations, effectively and safely operate State fire suppression engines.
17. Work cooperatively with other governmental and private entities.
18. Comprehend and orally communicate in English to exchange ideas and accomplish daily tasks.
19. Follow oral and written directions to accomplish daily tasks.
20. Work independently, make decisions, and take appropriate action with little or no direction in emergency and non-emergency situations.
21. Read and write in English to effectively exchange information and accomplish daily tasks.
22. Work cooperatively with other entities and agencies.
23. Communicate effectively with employees and management to exchange information and accomplish daily activities.
24. Communicate with the public and staff to represent the mission of CAL FIRE.
25. Recognize hazardous situations to avoid personal injury.
26. Work in a team environment to accomplish problem solving and decision making.
27. Implement the applicable safety practices, policies, and procedures for workplace safety and protection.
28. Perform arduous and physically demanding work in all weather conditions and terrain to meet the demands of the Department's mission.
29. Read and interpret maps for navigation and project planning purposes.
30. Complete work commitments timely and efficiently.
31. Remain calm and perform effectively in high stress situations to perform job duties.
32. Prepare concise, accurate, and well written reports and correspondence.
33. Conduct complex technical assignments with minimal guidance while following all Department safety standards.
34. Work in emergency and non-emergency situations to accomplish the Department's mission.
35. Travel long distances in emergency and non-emergency circumstances to accomplish the responsibilities of the Department.
36. Read and interpret reference manuals, training materials, data, and correspondence to acquire knowledge essential to the performance of the job.

37. Gather and analyze facts and data to provide effective reports and communications.
38. Use firefighting and other hand and power tools for forestry work and wildland firefighting sufficient to maintain a safe working environment.
39. Assess technical and administrative data to develop reports, briefings, and other documents.
40. Identify job related problems that may impact work performance and present solutions to minimize interruptions to operations.
41. Maintain databases for record keeping and inventory purposes.
42. Lead others in daily assignments through example.
43. Identify and evaluate vegetation conditions to determine appropriate management practices to apply.

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) 894-9580
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.