

# Examination

## State Coastal Conservancy Ocean Protection Council

*The State Coastal Conservancy guarantees equal opportunity to all regardless of race, color, creed, national origin, sex, marital status, religion, political affiliation, ancestry, disability, age, medical condition, sexual orientation, political/religious opinion, or discrimination filing.*

*It is the objective of the State of California to achieve a drug-free 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.*

### PUBLIC LAND MANAGER II

**THIS IS AN OPEN EXAMINATION –APPLICATIONS WILL NOT BE ACCEPTED ON A PROMOTIONAL BASIS. CAREER CREDITS DO NOT APPLY.**

**FINAL FILING DATE: January 21, 2010**

**HOW TO APPLY:** Applications (Form 678) <http://www.spb.ca.gov> must be POSTMARKED no later than the final filing date. Applications postmarked after the final filing date will not be accepted for any reason.

Submit applications to:

State Coastal Conservancy  
1330 Broadway Suite 1300  
Oakland, CA 94612-2530  
Attn: Personnel

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Application for Examination". You will be contacted to make specific arrangements.

**DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD.**

**NO WRITTEN TEST REQUIRED**

The entire examination will consist of a qualifications interview.

**QUALIFICATIONS APPRAISAL PANEL INTERVIEW:** It is anticipated that interviews will be held in February/March 2010.

**NOTE:** Accepted applicants are required to bring either a photo identification card or two forms of signed identification to the Qualifications Appraisal Panel Interview.

Interviews will be scheduled in Oakland, CA.

**SALARY RANGE:** \$6781-\$7474 per month

#### **REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION**

**NOTE:** All applicants must meet the entrance requirements for this examination by January 21, 2010, the final filing date.

##### **Either I**

Two years of experience in California state service performing duties of a class with a level of responsibility equivalent to Public Land Manager I or Public Land Management Specialist IV, which must include experience in directing staff or providing project lead responsibilities. (Persons with 18 months of qualifying experience may compete in the examination, but must complete two years of experience before they can be considered eligible for appointment.)

##### **Or II**

Experience: Five years of progressively responsible experience involving all phases of land and/or real property management, environmental review and planning, land use planning, natural resource management, real property valuation, real property negotiations, two years of which must be in a full supervisory or administrative capacity. (Experience in California state service applied toward this requirement must include at least two years performing duties of a class with a level of responsibility equivalent to Public Land Manager I or Public Land Management Specialist IV.)

##### **AND**

Education: Equivalent to graduation from college with major work in natural resources management, land use planning, business or public administration, economics, real estate, environmental planning, biological science or a related field. (Additional qualifying experience may be substituted for two years of the education requirement on a year-for-year basis.)

#### **ADDITIONAL SPECIAL REQUIREMENTS**

Demonstrated creative ability; tact; patience; willingness to work at odd hours; and to travel throughout the State.

#### **THE POSITION**

This is the full supervisory and managerial level. Under administrative direction, directs and manages the activities of the State Coastal Conservancy's large and extensive statewide natural resource management programs, including natural resources and public trust assets under the jurisdiction of the Commission. Such activities embrace all aspects of real property and resource management including appraisal, leasing, exchanges, acquisitions, title settlements, boundary line agreements and public trust compliance reviews and recommendations involving land use decisions that are environmentally, socially and economically sound.

Incumbents assist in the development of policy; formulate goals and objectives; advise and implement methods of operation to achieve goals; advise State Coastal Conservancy's upper management on laws, rules, regulations and the most complex technical aspects of natural resource management; represent the State Coastal Conservancy before public boards, commissions and private groups; develop and recommend positions on legislation; work closely with the Attorney General's Office and staff counsel on complex resource, trust and management issues.

The State Coastal Conservancy also administers and provides staff to the California Ocean Protection Council (OPC). An incumbent in this class assigned to the OPC would direct Conservancy staff working with the OPC and would be a member of the OPC's management team assisting in the formulation of ocean policies. The incumbent would work closely with high level officials in the California Natural Resources Agency, Office of the State Controller, Lieutenant Governor, California Environmental Protection Agency, and the State Legislature. The incumbent would be expected to have extensive background in marine affairs and science.

#### **POSITION(S) EXIST IN OAKLAND, CA**

#### **EXAMINATION INFORMATION**

This examination will consist of a qualifications appraisal interview only. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in the interview.

#### **Qualifications Appraisal – Weighted 100%**

#### **SCOPE:**

In addition to evaluating the competitors' relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor's:

- A. Knowledge of:
  1. Authorities, provisions and procedures of public trust, environmental, real property, commercial, water boundary laws pertaining to lands under the State Coastal Conservancy's jurisdiction;
  2. Principles, methods and techniques involved in real property appraisals and valuations;
  3. Negotiation techniques and strategies involved in the sale, lease, exchange, acquisition or other disposition of real property;
  4. California history, geography and geology;

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

5. Techniques, methodology and processes involved in the research, identification, maintenance and access of land title information;
6. Title analysis relating to title settlements, boundary line agreements, acquisitions, interest claims, patent processing and litigation;
7. Asset management, investment and economic trends approaches and alternatives;
8. Toxic impact assessment and liability analysis;
9. Economic valuation and damage assessment related to natural resources losses;
10. Dredging operations, disposal impacts, disposal materials use, trends and alternatives;
11. Principles, practices and trends of public and business administration including management analysis, planning and program evaluation;
12. Program management;
13. Legislative process and the administration and State Coastal Conservancy's goals and policies;
14. Principles and techniques of personnel management and supervision;
15. Planning, organizing and directing the work of others;
16. The Department's Equal Employment Opportunity program objectives;
17. A manager's role in the Equal Employment Opportunity program and the processes available to meet affirmative action objectives.

2. Analyze a wide variety of situations and recommend appropriate courses of action;
3. Negotiate successfully land and resource management activities;
4. Prepare accurate appraisals;
5. Read and interpret maps, plats, and data relating to property location;
6. Write clear and concise reports, letters and memoranda;
7. Establish and maintain cooperative and professional relations with those contacted in the work;
8. Apply and interpret State, Federal and Conservancy policies and regulations as they relate to the land and resource management activities of the State Coastal Conservancy;
9. Analyze situations accurately, make recommendations and take effective action;
10. Prepare reports, analyze data, present ideas and information effectively;
11. Consult with and advise administrators on technical and program subject matter issues;
12. Plan, organize and direct the work of others;
13. Effectively contribute to the Department's Equal Employment Opportunity objectives.

**ELIGIBLE LIST:** The 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.

Veterans' Preference will not be granted in this examination.  
Career Credit Points will not be granted in this examination.

**B. Ability to:**

1. Understand and apply the laws, policies, rules and regulations relating to the land and resource management activities of the State Coastal Conservancy;

**GENERAL INFORMATION**

It is the candidate's responsibility to contact the State Coastal Conservancy Personnel Office three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature, it is the candidate's responsibility to contact the State Coastal Conservancy Personnel Office at (510) 286-4340 three weeks after the final filing date if he/she has not received a progress notice.

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

Applications are available at the State Personnel Board office, local offices of the Employment Development Department and the State Coastal Conservancy.

If you meet the requirements stated on the reverse, 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 described on the other side of this bulletin 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 State Personnel Board reserves the right to revise the examination plan to better meet the needs of the services if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

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. Ordinarily, oral interviews are scheduled in Oakland, San Francisco 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) 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 from one to four years unless otherwise stated on this bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances, other employees may be allowed to compete under provisions of Rules 234, 235 and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the Information Counter of the State Personnel Board.

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 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.

Interview Scope: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

High School Equivalence: 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-level 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; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

Veterans Preference: California law allows granting of veterans preference points in open entrance examinations and open non-promotional exams. Credit in open entrance examinations is granted as follows: ten (10) points for veterans, widows and widowers of veterans, and spouses of 100% disabled veterans; and fifteen (15) points for disabled veterans. Credit in open non-promotional examinations is granted as follows: five (5) points for veterans; and ten (10) points for disabled veterans. Directions for applying for veterans preference points are on the Veteran Preference Application (Form 1093) which is available from State Personnel Board Offices, written test proctors, the State Coastal Conservancy, and the Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001.

(Rev. 12/09)