



California Department of
Parks and Recreation

**Administrative Officer II,
Resources Agency**

Exam Code: 2PR11

Department: Parks and Recreation

Exam Type: Departmental, Open

Final Filing Date: May 27, 2022

CLASSIFICATION DETAILS

Administrative Officer II, Resources Agency – \$ 5,824 - \$ 7,237 per month.

View the [Classification Title and Classification Specification](#)

APPLICATION INSTRUCTIONS

Final Filing Date: May 27, 2022

Who Should Apply:

Applicants who meet the requirements as stated in the minimum qualifications section of this announcement. Anyone on the existing eligibility list for this classification, must take and pass this examination to be placed on the newly established eligibility list. Applications will not be accepted on a promotional basis.

How To Apply:

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 at www.calcareers.ca.gov. Applications emailed, postmarked or personally hand delivered after the final filing date will not be accepted for any reason. Applications must be received with a signature and date.**

**Applications must include the following information in the section titled:
“Examination(s) or Job Title(s) for which you are applying”**

- Exam Title: **Administrative Officer II, Resources Agency**
- Exam Code: **2PR11**

Only applications for the *Administrative Officer II, Resources Agency* will be accepted. If you are applying for multiple examinations, you must file a separate application for each one. Failure to do so will result in the rejection of your application from this examination.

Do not send your application via office or interoffice mail. Applications received by this manner **will not** be accepted and cannot be returned pursuant to California Code of Regulations §174. Also, 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.

By mail:

Department of Parks and Recreation
Attention: Selections Unit/
Gladys Imperio-Acosta
P.O. Box 942896
Sacramento, CA 94296-0001

In person:

Department of Parks and Recreation
Attention: Selections Unit/
Gladys Imperio-Acosta
715 P Street, 1st Floor Security Desk
Sacramento, CA 95814

Special Testing Arrangements:

If you have a disability and need special testing arrangements, mark "yes" on Question #10 on the Examination and/or Employment application and complete the Accommodation form. The Selections Unit will contact you to make special testing arrangements. If you have not been contacted prior to receiving a notice to appear for the examination, please contact the Exam Analyst at (916) 902-8704.

MINIMUM QUALIFICATIONS

If education is required to meet the minimum qualifications, include on the application the name and location of the institution, course of study, units completed (semester/quarter), diploma, degree, or certificate obtained, and date completed.

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.

Administrative Officer II, Resources Agency

Either I

Experience: One year of experience in the California state service performing staff duties such as fiscal management, budgeting, administrative analysis, personnel, or business services of a class at a level of responsibility not less than that of an Administrative Officer I, Resources Agency, Range B.

Or II

Experience: Three years of increasingly responsible experience in one or a combination of the following fields: fiscal management, budgeting, administrative analysis, personnel, or business service administration. (Experience in the California state service applied toward this requirement must have included one year performing the duties of a class at a level of responsibility not less than that of an Administrative Officer I, Resources Agency, Range B.) and

Education: Equivalent to graduation from college, preferably with a major in public or business administration. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

POSITION DESCRIPTION

Administrative Officer II, Resources Agency

This is the first or second supervisory level class. Incumbents in this class have total responsibility for all of the administrative staff functions in a large departmental division, district, office, or region. This class is typically in charge of a staff of clerical, technical, and professional personnel assigned to carry out all of the staff services functions for a departmental division, district, or region. Incumbents report directly to the District Superintendent, Division Chief, District Administrator, or Assistant District Administrator.

EXAMINATION INFORMATION

This examination consists of the following components:

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

The examination will consist solely of a **Training and Experience Evaluation**. To obtain a position on the eligible list, a minimum score of 70% will be required.

The Training and Experience (T&E) Examination will consist of statements designed to measure how your training and work history have provided you the essential knowledge, skills, and abilities, and potential to effectively perform the duties relative to the classification.

***Applicants who meet the minimum qualifications will be sent an email with the link to access and take the T&E examination. Candidates must include a current/valid email address on their application. Failure to provide your current/valid email address will prevent you from taking the examination.**

Reschedules will only be considered based on the California Government Code and the California Department of Human Resources policy.

EXAMINATION SCOPE

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, practices, and modern methods of public and business administration with special reference to fiscal and personnel management and budgetary preparation and control.
2. Principles and practices of employer-employee relations.
3. A manager's/supervisor's responsibility for promoting equal employment opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.
4. Principles and practices of general business management.
5. Modern office methods, forms, and equipment.
6. Buildings management.
7. Purchasing principles and practices.
8. Laws, rules, and regulations governing administrative practices in the California state service.
9. Principles of accident prevention and safety practices.
10. Public information channels and methods.
11. Organization and functions of the Resources Agency.

Ability to:

1. Develop and install new and revised methods and procedures.
2. Analyze administrative problems.
3. Analyze situations accurately and take effective action.
4. Plan, organize, and direct the work of others.
5. Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.
6. Reflect management's position on collective bargaining issues.
7. Develop and maintain cooperative and harmonious working relationships.
8. Communicate effectively.

ELIGIBLE LIST INFORMATION

A departmental, open eligible list for the *Administrative Officer II, Resources Agency* classification will be established for the **Department of Parks and Recreation**.

Eligibility expires **twelve (12) months** after it is established. Applicants must 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.

Veteran's 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 are not granted in open examinations.

SPECIAL PERSONAL CHARACTERISTIC

Demonstrated capacity for assuming increasing administrative responsibility.

CONTACT INFORMATION

If you have any administrative questions concerning this examination bulletin, including provision of reasonable accommodation for this testing process, please contact:

Email:

Gladys.Acosta@Parks.ca.gov

Phone:

(916) 902-8704

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 workplace. 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

For an examination without a written feature, it is the candidate's responsibility to contact the Selection Unit of the Department of Parks and Recreation (916) 902-8704 three weeks after the final filing date if he/she has not received a progress notice.

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 Department of Parks and Recreation 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 has 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.

Veterans' Preference: Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application ([CalHR 1093](#)), which is available at www.jobs.ca.gov, and the Department of Veterans Affairs.

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.