



ASSOCIATE ENVIRONMENTAL PLANNER (ARCHEOLOGY)
Departmental Open, Non-promotional
EXAM ID: 2TR77

Department(s):	Department of Transportation
Bulletin Release Date:	02/26/2013
Final Filing Date:	05/30/2014 Continuous
Salary:	MONTHLY-RANGED-SALARY - \$4,619.00 to \$5,616.00
Employment Type:	Permanent Full-time Permanent Part-time Permanent Intermittent Limited Term Full-time Limited Term Part-Time Limited Term Intermittent
Exam Type:	State-wide
Location(s):	Dist 01 Caltrans Eureka Dist 02 Caltrans Redding Dist 03 Caltrans Marysville Dist 04 Caltrans Oakland Dist 05 Caltrans San Luis Obispo Dist 06 Caltrans Fresno Dist 07 Caltrans Los Angeles Dist 08 Caltrans San Bernardino Dist 09 Caltrans Bishop Dist 10 Caltrans Stockton Dist 11 Caltrans San Diego Dist 12 Caltrans Irvine Sacramento County

INTRODUCTION

Actual testing locations may not be located in all areas. Candidates may be asked to travel to the nearest testing facility at their own expense.

EEO

Caltrans strives to maintain a diverse workforce and be an equal opportunity employer to all regardless of political affiliation, race, religious creed, color, national origin, ancestry, disability, medical condition, marital status, sex, gender, gender identity, gender expression, age or 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.

WHO SHOULD APPLY?

Candidates who meet the minimum qualifications as stated below may apply for this examination at any time. Once you have list eligibility, you may not reapply for twelve (12) months from your eligibility date. All applicants must meet the education and/or experience requirements as stated on this examination announcement. Candidates that are unsuccessful in the exam must wait 6 months from the testing date before reapplying to take the exam.

FILING INSTRUCTIONS

Applications (STD 678) must be RECEIVED OR POSTMARKED no later than the cut-off date. FAXED OR E-MAILED APPLICATIONS WILL NOT BE ACCEPTED. Applications postmarked after the final filing date, personally delivered or received via interoffice mail after 5:00 p.m. on the final filing date will be held for the next administration of the examination. THE EXAMINATION TITLE MUST BE INDICATED ON THE APPLICATION.

FILE BY MAIL

**Department of Transportation
Exam Services (MS 86)
P.O. Box 168036
Sacramento, CA 95816-8036**

FILE IN PERSON

**Department of Transportation
Exam Services (MS 86)
1727 30th Street, 1st Floor
Sacramento, CA 95816**

SPECIAL TESTING ARRANGEMENTS

If you have a disability and wish to participate in one of our testing services, programs, or activities and require a specific accommodation, please mark the appropriate box for Question #2 on the Examination and/or Employment Application form. You will be contacted to make specific arrangements. TDD users may contact the California Relay Service TDD line at 1-800-735-2929, Voice line at 1-800-735-2922.

REQUIRED IDENTIFICATION

Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

POSITION STATEMENT

This is the full, specialized journey person level. Under general direction, plans and carries out the details of the more difficult and complex studies in the area of archeology. Such work may include serving in a lead capacity over other personnel within the scope of particular studies.

ELIGIBLE LIST INFORMATION

An Open, Non-promotional eligible list will be established for the Department of Transportation in Districts 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12 and Sacramento. The names of successful competitors will be merged onto the list in order of final scores, regardless of date. Competitor's eligibility will expire 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

NOTE: All applicants must meet the education and/or experience requirements for this examination at the time the application is submitted. Your signature on your application indicates that you read, understand, and possess the minimum qualifications required.

NOTE: All applications must include: "to" and "from" dates (month/day/year), time base, civil service or private sector titles, and the duties performed. Applications received without this information will be rejected. Your signature on your application indicates that the information provided is true and complete to the best of your knowledge.

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

MINIMUM QUALIFICATIONS

Either I

One year in the California state service performing the duties of an Environmental Planner (Archeology), Range C.

Or II

Experience: Three years of experience in archeological surveys, studies, research, analysis, or evaluation, at least one year of which must have been equivalent in level of work performed by an Environmental Planner (Archeology), Range C, in the California state service. (A Doctorate Degree in Anthropology with a concentration in California Archeology may be substituted for the three years of required experience; a Master's Degree in Anthropology with a concentration in California Archeology may be substituted for two years of the required experience.) **And**

Education: Equivalent to graduation from college with a degree in Anthropology with a concentration in California Archeology. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

EXAMINATION INFORMATION

This examination will consist of a Modified Qualification Appraisal Panel (QAP). Accepted candidates will participate in the **examination using a computer to type their responses**. The examination will consist of **patterned questions with set responses**, *not multiple choice questions*.

This examination will be weighted 100%. In order to obtain a position on the eligible list, a minimum score of 70% must be attained.

KNOWLEDGE AND ABILITIES

Knowledge of:

1. Principles and concepts of archeological resources assessment and preservation, archeological techniques and methods, as applied in a planning setting.
2. General principles and techniques of research and statistical analysis.
3. Communication skills for purposes of data gathering.
4. Techniques and methods of evaluation of environmental impacts.
5. State and Federal laws and regulations relating to the environment.
6. State, local and regional governmental organizations as they relate to environmental planning.
7. Specific knowledge of either the social sciences, natural sciences, or environmental design arts.

Ability to:

1. Adapt and apply formal archeological research methods and principles to planning problems of an applied practical nature.
2. Conduct a test excavation or data recovery program as a Principal Investigator.
3. Analyze environmental situations accurately.
4. Gather and analyze data.
5. Prepare written reports.
6. Work effectively with others as an interdisciplinary team member.
7. Conduct interviews for data gathering.
8. Apply general techniques of ensuring participation in the planning process.
9. Coordinate environmental planning, research, and analysis of proposed projects.
10. Make an assessment of an existing environment.
11. Write environmental documents.
12. Plan and carry out complex studies.
13. Solicit outside expertise on a short-term basis on specific environmental studies or phases of studies.

CAREER CREDITS

Career credits will be added to the final score of competitors who are successful in this examination.

SELECTION PLAN

Applications will be accepted on a continuous basis. Testing is considered continuous, as new test dates can be set at any time as departmental needs warrant. Each new cut-off (final filing) date will be publicized to ensure that applicants have adequate time to complete and submit an application.

NOTE: If conditions warrant, this examination may utilize an evaluation of each candidate's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care in accurately and completely filling out his or her application. List all experience relevant to the "Requirements for Admittance to the Examination" shown on this announcement, even if that experience goes beyond the seven-year limit printed on the application. Supplementary information will be accepted, but read the "Requirements for Admittance to the Examination" carefully to see what kind of information will be useful to the staff doing the evaluation.

ADDITIONAL DESIRABLE QUALIFICATIONS

College level courses related to environmental planning.

CONTACT INFORMATION

For more information regarding this exam, please call the analyst at (916)-227-5534.

DISCLAIMER

Please click on the link below to review the official California State Personnel Board class specification:

<http://jobs.spb.ca.gov/wvpos/jobspecs.cfm>

GENERAL INFORMATION

If a candidate's notice of examination fails to reach him/her 3 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 at www.jobs.ca.gov, California Department of Human Resources (CalHR) offices, 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 testing department 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.

Candidates needing special testing arrangements due to a disability must mark the appropriate box on the application and/or contact the testing department.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and 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) 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.

Career Credits: In open, non-promotional examinations, career credits are granted to: 1) State employees with permanent civil service status, 2) full-time employees of the state who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirements specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in, or are graduates of, the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination. Such examinations cannot be for managerial positions described in Government Code Section 3513. Competitors not currently employed in state civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their service status in the appropriate section of the application Form STD-678. (Section 4 of Article VII of the California Constitution is posted at the State Personnel Board, 801 Capitol Mall and Sacramento).

TTY is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TTY Device.

For individuals with disabilities, this document may be available upon request in alternate formats. To obtain an alternate format, please call or write to the California Department of Transportation, Office of Examinations and Recruitment Services, P.O. Box 168036, MS 86, Sacramento, CA 95816. Voice (916) 227-7858 California Relay Service: Voice 1-800-735-2922 or TTY 1-800-734-2929.