



NOTICE OF CLOSING DATE

4/26/12

EXAMINATION TITLE: PUBLIC LAND MANAGER II
EXAM BASE: OPEN
LOCATION: SPOT: SOUTH LAKE TAHOE
FINAL FILE DATE: (PRIOR DATE) APRIL 27, 2012

This is to announce changes on the examination named above.

The Final File Date for this examination has been extended to May 11, 2012. Candidates who submitted their application during the initial filing period need NOT reapply. Applications must be **POSTMARKED** by the final file date, May 11, 2012. Applications postmarked, personally delivered, or received via interoffice mail after the final file date will NOT be accepted for any reason.

EXTENDED FINAL FILE DATE

MAY 11, 2012

ANTICIPATED INTERVIEWS

JUNE/JULY 2012

DEPARTMENT OF GENERAL SERVICES
OFFICE OF HUMAN RESOURCES
SELECTION UNIT
P.O. BOX 989052
WEST SACRAMENTO, CA 95798-9052

OR

707 THIRD STREET, 7TH FLOOR
WEST SACRAMENTO, CA 95605
(916) 376-5400

California Relay
Telephone Service for the Deaf/Hearing Impaired:
From TDD 1-800-735-2929
From Voice 1-800-735-2922

THE POSITION

This is the full supervisory and managerial level. Under administrative direction, directs and manages the activities of the State Lands Commission'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 Lands Commission's upper management on laws, rules, regulations and the most complex technical aspects of natural resource management; represent the State Lands Commission 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. **Positions exist in South Lake Tahoe only.**

EXAMINATION INFORMATION**QUALIFICATIONS APPRAISAL INTERVIEW – WEIGHTED 100%**

This examination will consist of a Qualifications Appraisal Interview weighted 100%. The QAP will consist of pre-determined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. **Competitors who do not appear for the interview will be disqualified from the examination.** It is anticipated that the interviews will be held during May / June 2012 in South Lake Tahoe.

Special Note:

If conditions warrant, this examination may utilize an evaluation of each competitor's experience and education compared to a standard developed from this class specification. For this reason, it is especially important that each competitor take special care in filling out his or her application accurately and completely. 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.

SCOPE

Candidates should be prepared to answer questions related to the following areas (please see Knowledge and Abilities below):

A. Knowledge of:

1. Authorities, provisions and procedures of public trust, environmental, real property, commercial, water boundary laws pertaining to lands under the State Lands Commission'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.
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 resource 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 Lands Commission'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 Equal Employment Opportunity Program and the processes available to meet equal employment objectives.

B. Ability to:

1. Understand and apply the laws, policies, rules and regulations relating to the land and resource management activities of the State Lands Commission.
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 Commission policies and regulations as they relate to the land and resource management activities of the State Lands Commission.
9. Analyze situations accurately, make recommendations and take effective action.
10. Establish and maintain cooperative and professional relationships with those contacted in the work.
11. Prepare reports, analyze data, present ideas and information effectively, both orally and in writing.
12. Consult with and advise administrators on technical and program subject matter issue.
13. Plan, organize and direct the work of others.
14. Effectively contribute to the Department's affirmative action objectives.

ADDITIONAL SPECIAL REQUIREMENTS

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

SEE NEXT PAGE FOR ADDITIONAL INFORMATION

**ELIGIBLE LIST
INFORMATION**

An OPEN-SPOT South Lake Tahoe eligible list will be established for the California Tahoe Conservancy. 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.

**VETERANS'
PREFERENCE**

Veterans' Preference Credit will not be granted in this examination since it does not qualify as an entrance examination under the law.

GENERAL INFORMATION

It is the candidate's responsibility to contact the DGS Office of Human Resources at (916) 376-5400 three days prior to the written test date if s/he has not received his/her notice; or three weeks after the final filing date if there is no written test.

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, s/he will be rescheduled upon written request.

Applications are available at State Personnel Board offices, local offices of the Employment Development Department, the Department noted on the bulletin or on the Internet at <http://www.spb.ca.gov>.

If you meet the requirements stated on the reverse, 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 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 Department of General Services 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 the 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 as determined by the departmental testing office. Ordinarily, interviews are scheduled in Sacramento, 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) subdivisional promotional, 2) departmental promotional, 3) multidepartmental 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 from one to four years unless otherwise stated on this bulletin.

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 exams investigation may be made of employment records and personal history--fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the depth, 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 efforts toward self-development.

Veterans' Preference: If this examination is an entrance examination as defined in Government Code Section 18973.5, veterans' preference credits will be added to the final score of all competitors who are successful in this examination and who qualify for, and have requested these points. Due to changes in the law, which were effective January 1, 1996, VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS' CREDITS. Directions for applying for veterans' preference are on the Veterans' Preference Application form which is available from the State Personnel Board office and the Department of Veterans Affairs, P. O. Box 1559, Sacramento, CA 95807.

High School Equivalence: Equivalent 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.

CALIFORNIA DEPARTMENT OF GENERAL SERVICES ☎ **OFFICE OF HUMAN RESOURCES**
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