SUPERVISING GROUNDSKEEPER 2, CORRECTIONAL FACILITY (CF)

Department of Corrections and Rehabilitation

Departmental Promotional Examination
Examination Code: 0CE14
Final Filing Date: December 11, 2020

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.

TESTING DEPARTMENTS

California Department of Corrections and Rehabilitation (CDCR)

Excluding:
California Prison Industry Authority (CALPIA)
California Correctional Health Care Services (CCHCS)

CLASSIFICATION DETAILS

Salary Range:

$4,525.00 – $5,726.00 per month

View the classification specification for the Supervising Groundskeeper 2, CF classification.

WHO SHOULD APPLY

COMPETITION LIMITED TO STATE EMPLOYEES

Applicants must have a permanent civil service appointment with CDCR OR must be: 1) a current or former employee of the Legislature for two or more years as defined in Government Code § 18990; OR 2) a non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code § 18992; OR 3) a person retired from the United States Military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991. Under certain circumstances, other employees may be allowed to compete under provisions of Rules 234, 235 and 235.2.

NOTE: Applicants applying under Government Code § 18991 must provide documentation of retirement or honorable discharge from the United States Military.

HOW TO APPLY

All applicants must complete and submit an Examination Application (STD. 678) **and** Qualifications Assessment

By mail to:
Department of Corrections and Rehabilitation
Office of Workforce Planning
P.O. Box 942883
Sacramento, CA 94283-0001

Or in person at:
Department of Corrections and Rehabilitation
1515 S Street
Sacramento, CA 95811-7243
Attn: Office of Workforce Planning, 211S

If you are personally delivering your application and Qualifications Assessment, you must do so between the hours of **8:00 a.m**. and **5:00 p.m.**, Monday through Friday, excluding holidays, on or before the final filing date to the same street address as listed above.

Completed applications and all required documents must be received or postmarked by the Final Filing Date in order to be considered. If an application is received after the final filing date with a late or missing postmark, the application is considered late. It is the applicant's responsibility to submit their application on time and to ensure the envelope is postmarked if applying by way of U.S. mail or contains proof of timely deposit with a parcel delivery or courier service. Dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the United States Postal Service (USPS), are not considered Postmark dates for the purpose of determining timely filing of an application.

Qualifications Assessment for Supervising Groundskeeper 2, CF are available from the CDCR website at: Supervising Groundskeeper 2, CF or in person at the street address listed above.

NOTE: Only applications with an original signature will be accepted.

SPECIAL TESTING ARRANGEMENTS

If you require special testing arrangements due to a verified disability or medical condition, mark the appropriate box on your Examination Application (STD. 678) and you will be contacted to make specific arrangements. You may also contact the Office of Workforce Planning at (916) 322-2545.

APPLICATION DEADLINES/REQUIREMENTS

December 11, 2020, is the final filing date. Examination Applications **and** Qualifications Assessments postmarked, personally delivered, or received via interoffice mail after this date will not be accepted for any reason.

All applicants must meet the minimum qualifications for this examination by the final filing date.

MINIMUM QUALIFICATIONS

Either 1

One year of experience performing the duties of a Supervising Groundskeeper 1 (Correctional Facility) or Supervising Groundskeeper 1 in California state service.

Or 2

Experience: Two years of supervisory experience in planting and cultivating flowers, trees, lawns, and shrubs, and in general grounds maintenance work at public parks, institutions, large private estates, or in commercial nurseries landscape work or highway landscaping work. (Completion of a two-year non-degree course in landscape design or landscape gardening may be substituted for one year of the required experience.)

Qualifying experience may be combined on a proportionate basis if the requirements stated above include more than one pattern and are distinguished as "Either" 1, "or" 2, "or" 3, etc. For example, candidates who possess qualifying experience amounting to 50% of the required time of Pattern 1, and additional experience amounting to 50% of the required time of Pattern 2, may be admitted to an examination as meeting 100% of the overall experience requirement.

OUT-OF-CLASS EXPERIENCE: A "completion of an out-of-class assignment" memorandum, dated within one year of assignment completion, is required to use as out-of-class experience to meet the minimum qualifications for examination purposes. Employees may obtain this documentation from his/her Institutional Personnel Officer/Personnel Liaison. Out-of-class experience without required documentation will not be considered for examination purposes.

SPECIAL PERSONAL CHARACTERISTICS

Willingness to work in a State correctional facility, tact, patience, and neat personal appearance.

POSITION DESCRIPTION AND LOCATION(S)

A **Supervising Groundskeeper 2, CF**, under direction, supervises and is responsible for landscaping and grounds maintenance at one of the largest State landscaping installations in a State correctional facility in the Department of Corrections and Rehabilitation; supervises Groundskeepers, Lead Groundskeepers 1, Lead Groundskeeper, Pest Control Technicians, Tractor Operators, inmates, youthful offenders, patients, and instruct assistants in this work; inspects large contract landscaping projects for compliance with contract specifications; maintains order and supervises the conduct of inmates, youthful offenders, residents, or patients; protects and maintains the safety of persons and property; may instruct, lead or supervise inmates, youthful offenders or resident workers; and does other related work.

Position(s) exist statewide within CDCR.

EXAMINATION PLAN

EXAMINATION INTERVIEWS WILL NOT BE HELD. This examination will consist of a Qualifications Assessment weighted 100%. To obtain a position on the eligible list, applicants must achieve a minimum rating of 70.00% on the Qualifications Assessment.

The Qualifications Assessment is designed to elicit a range of specific information regarding each candidate's knowledge, skill, abilities, and potential to effectively perform the duties relative to the classification. Candidates who meet the minimum qualifications will have their Qualifications Assessment rated and successful candidates will be placed on an eligible list. **SUBMISSION OF THE QUALIFICATIONS ASSESSMENT IS MANDATORY**. Candidates who do not submit a completed Qualifications Assessment will be eliminated from this examination.

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Qualifications Assessment -- Weighted 100.00%

Scope: Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate's:

Knowledge of:

1. Modern methods of propagating, planting, cultivating, and caring for trees, shrubs, flowers, and lawns and skill in their use.
2. Plant pests and diseases and methods for their control and eradication.
3. Principles and techniques of security, custody, and individual and group supervision of youthful offenders.
4. Methods, materials, equipment, and tools used in gardening work.
5. Principles of effective supervision.
6. Department's Equal Employment Opportunity (EEO) Program objectives.
7. A manager's role in the EEO Program and the processes available to meet EEO objectives.

Ability to:

1. Communicate effectively.
2. Plan, organize, and direct the work of others.
3. Identify flowers, trees, and shrubs commonly grown in California.
4. Plan minor ground beautification projects.
5. Direct the layout and repair of roads and walks.
6. Maintain sprinkling and drainage systems.
7. Inspect contract landscaping work for compliance with contract specifications.
8. Read and interpret landscaping plans and specifications.
9. Prepare budget estimates and reports.
10. Analyze situations accurately and take effective action.
11. Effectively contribute to the Department's EEO Program objectives.

The Job Analysis identifies job duties and job requirements for the classification and may be referenced in preparing for the examination. The Job Analysis for the Supervising Groundskeeper 2, CF is available on the CDCR website at: CDCR Job Analysis.

ELIGIBLE LIST INFORMATION

A departmental, promotional eligible list will be established to fill vacancies for CDCR.

Successful candidates that gain list eligibility will only retain that eligibility until a new Supervising Groundskeeper 2, CF examination is given. Additionally, eligibility may be abolished after 12 months of establishment, with no further notice to the eligible. For future examinations, visit CalCareer Website.

VETERANS' PREFERENCE/CAREER CREDITS

Veterans' Preference and career credits are not granted in promotional examinations.

DIVERSITY AND INCLUSION

The California Department of Corrections and Rehabilitation and the California Correctional Health Care Services are committed to building an inclusive and culturally diverse workplace. We are determined to attract and hire more candidates from diverse communities and empower all employees from a variety of cultural backgrounds, perspectives, and personal experiences. We are proud to foster inclusion and drive collaborative efforts to increase representation at all levels of the Department.

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.

GENERAL INFORMATION

Applications are available at CDCR, California Department of Human Resources (CalHR), local offices of the Employment Development Department, and through your CalCareer Account.

The Department of Corrections and Rehabilitation 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 applicants will be notified.

Examination Locations: If this examination requires a written test and/or oral interview, they will be scheduled throughout the State at the correctional institutions, youth facilities, and/or parole regions. However, locations of the written test and/or oral interview may be limited or extended as conditions change.

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.

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 and fingerprinting may be required. In open examinations, investigation may be made of employment records and personal history.

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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.

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION
OFFICE OF WORKFORCE PLANNING
EXAMINATION SERVICES UNIT
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PHONE: (916) 322-2545
Telecommunications Relay Service: 711

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