



**THE COUNTY OF MONTEREY
A DRUG-FREE WORKPLACE
ANNOUNCES AN EMPLOYMENT OPPORTUNITY FOR
COUNTY PARK RANGER I/II**

Level I: \$2,939 - \$3,821 per month

Exam# 08/68A40/01RR

FINAL FILING DATE: CONTINUOUS

Priority Screening Date: April 11, 2008

Level II: \$3,199 - \$4,159 per month

Exam# 08/68A41/01RR

(Postmarks and faxes not accepted)

THE POSITION

County Park Ranger I is the entry level and County Park Ranger II is the journey level in this armed Peace Officer series. Patrols park facilities and provides law enforcement, emergency medical and fire suppression services to protect County park and recreation properties, park visitors and employees. Enforces regulations and ordinances, collects and accounts for park use fees, answers questions and provides information to the public, and performs semi-skilled maintenance and construction work to maintain and improve park facilities. The eligible lists established for each level through this recruitment will be used to fill permanent, temporary, seasonal, part-time and full-time positions.

EXAMPLES OF DUTIES

- Perform law enforcement functions
- Perform emergency response duties including administering first aid, CPR and fire suppression
- Operate various light and heavy equipment, vehicles and water vessels

(For a complete job description, please visit our website at www.com.monterey.ca.us/personnel)

MINIMUM QUALIFICATIONS

Pursuant to Government Code Section 1029 and 1031, must meet minimum standards for peace officers as follows: be a citizen of the United States or a permanent resident alien who is eligible for and has applied for citizenship; be at least 21 years of age; be fingerprinted for purposes of search of local, state and national files to disclose any criminal record; be of good moral character as determined by a thorough background investigation; be a high school graduate or pass the general education development (GED) test indicating high school graduation level; be found, after examination by a licensed physician and surgeon, to be free from any physical, emotional or mental condition which might adversely affect his/her exercise of the powers of a peace officer; successfully pass a Voice Stress Analysis or Polygraph Test.

License: Possession of valid California Class C driver's license at time of appointment. Some positions may require California Class A and/or Class B driver's license, and/or California Vessel for Hire Operator's license.

Some Knowledge of (Level I); Working Knowledge of (Level II):

Principles and practices of law enforcement, park patrol and visitor safety including arrest and citation procedures and emergency medical and fire suppression techniques; defensive tactics used in law enforcement including safe use of firearms; general maintenance, construction and grounds keeping practices; geography and natural resources in order to utilize facility and preserve for public use; office automation to input and retrieve data; first aid techniques and practices including CPR; and County, state and/or federal regulations and codes related to park operations.

Skill and Ability to (Both Levels):

Enforce park, County and state codes, rules and regulations; read, interpret and explain rules and regulations governing park operations; administer and perform basic first aid and CPR techniques and practices; carry and safely handle and discharge firearms (within one year for Level I); analyze situations accurately and adopt an effective course of action including issue citations, interrogate others and make arrests; safely drive and operate light and heavy equipment, vehicles and water vessels; communicate effectively verbally and in writing to greet the public, make presentations before groups and prepare a variety of reports, correspondence and memoranda; follow written and verbal instructions and rules; detect safety hazards within park facilities and take appropriate action; perform basic mathematical calculations in order to keep statistical records and make change for fees; provide guidance and/or oversight to other park staff and volunteers; maintain accurate and complete records; establish and maintain effective working relationships with others; demonstrate the ability to swim safely for 50 yards in order to safely perform duties on and around large bodies of water; and provide excellent and courteous customer service.

REQUIRED CONDITIONS OF EMPLOYMENT

Please refer to the Job Specification for each Level for specific requirements/timeframes to obtain certifications as indicated below.

As a condition of employment, and dependent upon Level, the incumbent will be required to:

Work weekends, holidays, evenings, shifts, overtime or other irregular hours; wear a uniform and present a neat appearance; obtain and maintain current certification for Basic Provider CPR and Title 22 Basic First Aid, P.C. 832 Laws of Arrest, medical first responder, wild land fire training and defensive tactics and firearms qualification; may be required to pass physical agility exam. Some positions may require boating enforcement school training and/or a Pesticide Qualified Applicator's Certificate issued by the State of California Department of Food and Agriculture.

PHYSICAL AND SENSORY REQUIREMENTS

Ability to: work at a computer terminal, sit, stand, walk and lift items weighing up to 50 pounds; work outdoors, on uneven ground or slippery surfaces; work in areas: not well ventilated, environments subject to sudden changes and/or extremes in air temperature, extremely noisy environments, above ground level, in confined or extremely small workspaces and in adverse weather conditions; use safety equipment; perform tasks requiring: physical effort such as lifting, pulling, digging, running, bending, twisting, repetitive motion, unusual light/firm gripping, coordinated, skillful movements, driving a personal or County vehicle, exceptional near or far vision, visual color discrimination, depth perception, ability to distinguish and identify sounds and voices in a noisy environment, distinguish location of non-speech sounds, hear and distinguish low frequency or quiet sounds, detect odors and aromas, project a voice that can be heard over loud noises and be conscious of or perceive objects or their qualities through touching; may come in contact with: petroleum products, lubricants, cleaning solutions, solvents, toxic fumes, liquids, gases, dust, allergens, chemical materials requiring OSHA Material Safety Data Sheets, infectious organisms, plant/animal material or waste, vibration, moving objects, heat, fire or steam, non-ionizing radiation, explosions/implosions, electricity and hand/power tools.

APPLICATION & SELECTION PROCEDURES

- The selection process is tentative and applicants will be notified if changes are made.
- The competitive process includes submittal of required application materials: A completed Monterey County Application & response to Supplemental Questions. Please submit a separate application and supplemental questions response for each level for which you wish to be considered.
- Application materials must be received in the CAO-Human Resources Division by **Friday, April 11, 2008 by 5:00 p.m.** to be considered for priority screening.
- Applicants, who fail to complete a County Application, and response to Supplemental Questions, will not be considered for this position. Résumés will not be accepted in lieu of required application materials.
- Application materials will be competitively evaluated. Those applicants who are determined to be the most appropriately qualified will be invited to participate further in the selection process. To further assess applicant's possession of required qualifications, this examination may include an oral examination, pre-exam exercise, performance examination, and/or written examination.

Applications may be obtained from and submitted to:

Monterey County CAO-Human Resources Division
168 West Alisal Street, 3rd Floor, Salinas, CA 93901

Telephone: (831) 755-5116

Our Website: www.co.monterey.ca.us/personnel

Job Hotline: Salinas (831) 755-5126 or Monterey (831) 647-7726

Or APPLY ON-LINE at www.co.monterey.ca.us/personnel

COMPENSATION & BENEFITS

Monterey County offers an excellent benefits package (Q Bargaining Unit) including:

- **Health Insurance:** Flexible Benefit Allowance
- **Life Insurance:** \$20,000 Term Life
- **Vacation:** Twelve (12) days per year increasing after 2, 10, 18, 21, 25 years service.
- **Sick Leave:** Ten (10) days per year
- **Holidays:** Ten (10) days per year.
- **Retirement Plan:** PERS 3% @ 50 Retirement Plan
- **Educational Assistance Policy:** Up to \$5,250 per year.
- **Professional Development:** \$100.00 stipend payable the 1st pay period of each calendar year.
- **Deferred Compensation:** The County has a voluntary deferred compensation program.

Benefits for Temporary positions:

Temporary employees that are employed beyond (60) calendar days in a given fiscal year may be entitled to limited benefits as described in the Tentative Agreement between SEIU Local 817 and the County of Monterey.

NOTE:

- If you believe you possess a disability that would require test accommodation, please call the Personnel Division.
- Employment is contingent upon acceptable documentation verifying identity and authorization for employment in the United States.
- More information regarding benefits may be obtained from our web site at www.co.monterey.ca.us/personnel. The information listed above is a general summary of benefits. This information is not legally binding, nor does it serve as a contract. The benefits listed in the Monterey County Personnel Policies and Practices Resolution or Memorandum of Understanding for Unit Q prevails over this listing.
- **Level I Only:** Veterans and their widows/ers who within the past five years have served on active duty for 30 or more days in a 1) National or State military emergency or 2) military expedition for which a medal was authorized, may be eligible for Veterans' Preference Points. To apply, veterans must submit an "Application for Veterans' Preference" with their application materials.

The County of Monterey is an Equal Opportunity Employer

Monterey County
SUPPLEMENTAL QUESTIONS
COUNTY PARK RANGER I/II

Instructions:

Responses to these Supplemental Questions must be submitted with your application materials. Invitations to participate in the Qualifications Examination will be based on an evaluation of your application, the responses to these questions, and your resume (optional). Applications received without a Supplemental Questions Response will not be considered. A resume, letter, application, etc. will not be accepted as a substitute for a response to these questions. Please number your responses and address each question separately. Include your name and the title of the position for which you are applying at the top of each page submitted.

Please submit a separate application and supplemental questions response for each level for which you wish to be considered.

REQUIRED AT BOTH LEVELS:

1. Pursuant to Government Code Section 1029 and 1031, you must meet the following minimum standards. Please answer the following questions by checking either "yes" or "no" on the appropriate line:

- | | <u>Yes</u> | <u>No</u> |
|--|------------|-----------|
| a. Are you at least 21 years of age? | ___ | ___ |
| b. Are you a U.S. citizen or a permanent resident alien who is eligible for and has applied for citizenship? | ___ | ___ |
| c. Do you possess a high school diploma or GED? | ___ | ___ |

2. Please describe your knowledge and experience in law enforcement, park patrol and visitor safety including arrest and citation procedures and emergency medical and fire suppression techniques.
3. Please describe your knowledge and experience performing general maintenance, construction and grounds keeping. Include the specific tasks you performed and tools/equipment you used.
4. Please describe your experience communicating verbally and in writing including greeting the public, making presentations, preparing reports or correspondence and maintaining records.
5. Please describe your experience using personal computers, including the programs you've used.

REQUIRED AT LEVEL II:

6. Please answer the following questions by checking either "yes" or "no" on the appropriate line. Please attach to your application package, mail or fax to (831) 754-2632 a copy of the following certificates you possess:

- | | <u>Yes</u> | <u>No</u> |
|--|------------|-----------|
| a. Are you currently certified for Title 22 Basic First Aid, Basic Provider CPR and First Responder Medical? | ___ | ___ |
| b. Do you possess current P.C. 832 Laws of Arrest certification? | ___ | ___ |