



SUPERVISING GROUNDSKEEPER I

Exam Code: 3GS52

Department: State of California

Exam Type: Servicewide, Open

Final Filing Date: Continuous

CLASSIFICATION DETAILS

Supervising Groundskeeper I (0719) – \$4,208 - \$5,824 per month.

View the [Supervising Groundskeeper I](#) classification specification.

APPLICATION DEADLINES

Applications are accepted on a continuous basis. Cut-off-dates for processing are as follows:

September 29, 2023

December 29, 2023

March 29, 2024

June 28, 2024

Check back periodically as cut-off dates may be added in the future. Cut-off dates are subject to change or can be cancelled at any time. Such changes or cancellations will be in accordance with civil service laws and rules. Additionally, applications may be processed on a flow basis prior to the cut-off-date to meet the hiring needs of the Department.

APPLICATION INSTRUCTIONS

Who Should Apply:

Applicants who meet the minimum qualifications as stated on this bulletin by the cut-off-date may apply for and take this examination.

Once you have taken this examination, you may not retake it for **twelve (12) months**.

How To Apply:

Applicants are required to submit a completed and signed (1) [State Application](#) (Std. Form 678) and (2) Training and Experience Evaluation (found at the end of this bulletin) for this examination either by mail, in person, or via email to the addresses listed below.

Via Email

DGSExams@dgs.ca.gov

The preferred method of application submittal is via email as it is the most **expeditious** method of communication.

By Mail

Department of General Services
Office of Human Resources
Attn: Recruitment and Examination Services Unit
P.O. Box 989052
West Sacramento, CA 95798-9052

In Person

Department of General Services
707 3rd Street, Lobby*
West Sacramento, CA 95605
Monday through Friday, 8:00 a.m. to 5:00 p.m. (excluding holidays)

*Visitors to the Department of General Services must be escorted at all times. Applicants must use the telephone provided in the Lobby to contact the Office of Human Resources at (916) 376-5400 OR email DGSExams@dgs.ca.gov to set up an appointment to drop off their application.

Do not submit applications to the California Department of Human Resources.

Applications with an original or electronic signature will be accepted.

Dates printed on mobile barcodes or equivalent mobile print technology shall not be considered postmarks and, as such, are not acceptable proof of the date an application was filed.

Applications MUST include “to” and “from” dates (month/day/year), time base, civil service class title(s), and range (if applicable) for all work experience. College course information MUST include title, number of semester or quarter units, name of institution, completion dates, and degree (if applicable). Applications received without this information may have delays in processing and/or may be rejected.

Special Testing Arrangements:

If you require special testing arrangements due to a verified disability or medical condition, please contact the department listed in the Contact Information section of this bulletin.

MINIMUM QUALIFICATIONS

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.

Supervising Groundskeeper I

Either I

One year performing the duties of a Lead Groundskeeper or three years performing the duties of a Groundskeeper in the California state service.

Or II

Four years of experience in planting and cultivating flowers, trees, lawns, and shrubs, and in general ground maintenance work, at least one year of which must have been in the care and maintenance of public parks, large private estates, institutions, in commercial nurseries landscape work or in highway landscaping work. (Completion of a two-year nondegree course in landscape design or landscape gardening may be substituted for two years of the required experience.)

Applicants using education to meet the minimum qualifications MUST provide a copy of their diploma, unofficial transcript, statement and/or evaluation from an accredited U.S. college/university with their Examination Application (Std. Form 678).

POSITION DESCRIPTION

Supervising Groundskeeper I

Under direction, to supervise and be responsible for the landscaping and grounds maintenance work at a State institution, other than one of the largest; to supervise and instruct assistants in this work; may instruct, lead or supervise inmates, wards or resident workers; and to do other related work.

EXAMINATION SCOPE

This examination consists of the following components:

Training and Experience (T&E) Evaluation – Weighted 100% of the final score.

The examination will consist solely of a **T&E Evaluation**. To obtain a position on the eligible list, a minimum score of 70% must be received. Applicants will receive their exam results within four (4) weeks of the cut-off-date.

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. Use of modern methods of propagating, planting, cultivating, and caring for trees, shrubs, flowers, and lawns.
2. Plant pests and diseases and the methods for their control and eradication.
3. Methods, materials, equipment, and tools used in gardening work.
4. Principles of effective supervision.
5. State's Equal Employment Opportunity (EEO) Program objectives.
6. A manager's role in the EEO program and the processes available to meet EEO objectives.

Skill in:

1. Use of modern methods of propagating, planting, cultivating, and caring for trees, shrubs, flowers, and lawns.

Ability to:

1. Read and write English at a level required for successful job performance.
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. Read and interpret landscaping plans and specifications.
8. Prepare budget estimates and reports.
9. Analyze situations accurately and take effective action.
10. Effectively contribute to the State's affirmative action objectives.

ELIGIBLE LIST INFORMATION

A servicewide, open eligible list for the **Supervising Groundskeeper I** classification will be established for the State of California (all State of California departments, statewide).

The names of successful competitors will be merged onto the eligible list in order of final score regardless of exam date. Eligibility expires **twenty-four (24) months** after it is established. Applicants must then 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.

Veterans' 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.

PREPARING FOR THE EXAMINATION

Here is a list of suggested resources to have available prior to taking the exam.

To streamline the examination process, please create a [CalCareer Account](#) with CalHR. A CalCareer Account is a one stop shop for taking civil service examinations, applying for state jobs, and provides storage and organization for your documents and communications stemming from job opportunities, all in a paperless format. To sign up for a CalCareer Account, or log in to your existing account, [Click here](#).

Employment History: Employment dates, job titles, organization names and addresses, names of supervisors or persons who can verify your job responsibilities, and phone numbers of persons listed above.

Education: School names and addresses, degrees earned, dates attended, courses taken (verifiable on a transcript), persons or office who can verify education, and phone numbers of persons or offices listed above.

Training: Class titles, certifications received, names of persons who can verify your training, and phone numbers of persons listed above.

TESTING DEPARTMENTS

State of California (all State of California departments)

CONTACT INFORMATION

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

Department of General Services
Office of Human Resources
Attn: Recruitment and Examination Services Unit
707 3rd Street
West Sacramento, CA 95605

Phone: (916) 376-5400
Email: DGSExams@dgs.ca.gov
California Relay Service: 7-1-1 (TTY and voice)

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

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

Examination and/or Employment Application (Std. Form 678) forms are available at CalHR, local offices of the Employment Development Department, and through your [CalCareer Account](#).

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.

CalHR 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.

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.

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.

This bulletin cancels and supersedes all previously issued bulletins.



SUPERVISING GROUNDSKEEPER I Training and Experience Evaluation

GENERAL INFORMATION

This Training and Experience (T&E) Evaluation will be used to measure your experience, training, and/or education relevant to this classification. It will ask you to rate yourself on the experience, training, and/or education that you will bring to the job with Department of General Services (DGS).

This T&E Evaluation is a scored component accounting for 100% of your score in this examination. To obtain a position on the eligible list, a minimum rating of 70% must be attained. It is important to complete the T&E Evaluation carefully and accurately. Your responses are subject to verification before appointment to a position. It is essential to ***take your time and read all questions and responses carefully*** before selecting your response.

The eligible list resulting from this examination will be used by DGS to fill our existing and/or future vacancies. A "Conditions of Employment" form is included in this T&E Evaluation that will allow you to select the location(s), tenure(s), and time base(s) that you are interested in working.

AFFIRMATION STATEMENT

I hereby certify and understand that the information provided by me on this examination is true and complete to the best of my knowledge and contains no willful misrepresentation or falsifications. I understand that if it is later determined that I have made any false or inaccurate representations in any of the information I have provided, I will be removed from the eligible list resulting from this examination and may not be allowed to compete in future examinations for State employment. If already hired from the result of this examination, I may have adverse action taken against me, which could result in dismissal. I also understand that I am solely responsible for the accuracy of the responses I provide.

Print Name _____

CalCareer ID #: _____ Email: _____

Cell Phone #: _____ Work Phone #: _____

Signature _____ Date: _____

FILING INSTRUCTIONS

You are required to submit **this completed T&E Evaluation** as follows:

Via Email

DGSExams@dgs.ca.gov

*The preferred method of T&E submittal is via email as it is the most **expeditious** method of communication.*

By Mail

Department of General Services
Office of Human Resources
Attn: Recruitment and Examination Services Unit
P.O. Box 989052
West Sacramento, CA 95798-9052

In Person

Department of General Services
707 3rd Street, Lobby*
West Sacramento, CA 95605

**Visitors to the Department of General Services must be escorted at all times. Applicants must use the telephone provided in the Lobby to contact the Office of Human Resources at (916) 376-5400 OR email DGSExams@dgs.ca.gov to set up an appointment to drop off their application.*

TRAINING AND EXPERIENCE EVALUATION

INSTRUCTIONS: Read each statement carefully and select one option for each of the scales provided that best relates your experience. In responding to each statement, you may refer to your FORMAL EDUCATION, FORMAL TRAINING COURSES, and/or WORK EXPERIENCE whether paid or unpaid.

1. Perform, oversee, train, and/or demonstrate to groundskeepers their duties of mowing, edging, and aerating of lawn areas using appropriate tools (e.g., power tools, hand tools, riding lawn mowers, edgers, trimmers, aerators.)
 - A. Select one that best relates to the **length** of your experience performing this task.
 - 60 or more months
 - 43 to 59 months
 - 31 to 42 months
 - 13 to 30 months
 - 0 to 12 months
 - B. Select one that best relates to the **frequency** (how often) you performed this task.
 - Daily
 - Weekly
 - Monthly
 - Yearly
 - Never

2. Perform, oversee, train, and/or demonstrate to groundskeepers their duties of cultivating and soil amending prior to planting, utilizing appropriate tools and resources (e.g., hoes, shovels, rototillers, compost, fertilizer, departmental and California Occupational Safety and Health Administration (Cal OSHA) policies.)

A. Select one that best relates to the **length** of your experience performing this task.

- 60 or more months
- 43 to 59 months
- 31 to 42 months
- 13 to 30 months
- 0 to 12 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Daily
- Weekly
- Monthly
- Yearly
- Never

3. Perform, oversee, train, and/or demonstrate to groundskeepers the proper techniques of trimming and shaping shrubs and hedges, pruning and shaping various trees, and disposing of fallen limbs and branches, utilizing appropriate tools and resources (e.g., chain saws, pole saws, pruners, loppers, hand tools, power trimmers, rules and regulations, American National Standards Institute [ANSI], Cal OSHA standards.)

A. Select one that best relates to the **length** of your experience performing this task.

- 60 or more months
- 43 to 59 months
- 31 to 42 months
- 13 to 30 months
- 0 to 12 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Daily
- Weekly
- Monthly
- Yearly
- Never

4. Perform, oversee, train, and/or demonstrate to groundskeepers their duties of planting, transplanting, and watering flowers, trees, shrubs, groundcover, etc., utilizing appropriate tools and resources (e.g., hoses, portable water machines, irrigation systems, laws, rules, regulations, Governor's Executive Orders.)

A. Select one that best relates to the **length** of your experience performing this task.

- 60 or more months
- 43 to 59 months
- 31 to 42 months
- 13 to 30 months
- 0 to 12 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Daily
- Weekly
- Monthly
- Yearly
- Never

5. Perform, oversee, train, and/or demonstrate to groundskeepers their duties of removing weeds and clearing leaves, underbrush, and litter from flower beds and other areas utilizing appropriate tools and resources (e.g., power rake, shovels, small utility vehicles, power leaf blowers, debris vacuum, sweeper trucks, standard pickup trucks.)

A. Select one that best relates to the **length** of your experience performing this task.

- 60 or more months
- 43 to 59 months
- 31 to 42 months
- 13 to 30 months
- 0 to 12 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Daily
- Weekly
- Monthly
- Yearly
- Never

6. Perform, oversee, train, and/or demonstrate to groundskeepers their duties of sowing grass seed, laying sod, applying granule and/or liquid fertilizers to plants, trees, shrubs, ground cover, lawns, and annuals, using necessary PPE, and utilizing appropriate tools and resources (e.g., hand spreader, backpack sprayer, power sprayer, power spreader pulled by a small utility vehicle, laws, rules and regulations, manufacturer's recommendations, Material Safety Data Sheets [MSDS].)

A. Select one that best relates to the **length** of your experience performing this task.

- 60 or more months
- 43 to 59 months
- 31 to 42 months
- 13 to 30 months
- 0 to 12 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Daily
- Weekly
- Monthly
- Yearly
- Never

7. Visually inspect and monitor vegetation for damage, disease, pests, and/or parasites for the prevention and control of unwanted diseases and pests.

A. Select one that best relates to the **length** of your experience performing this task.

- 60 or more months
- 43 to 59 months
- 31 to 42 months
- 13 to 30 months
- 0 to 12 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Daily
- Weekly
- Monthly
- Yearly
- Never

8. Perform, oversee, train, and/or demonstrates to groundskeepers their duties of applying pesticides as needed to control insects, diseases, and pests using PPE and appropriate tools and resources (e.g., hand spreader, backpack sprayer, power sprayer, power spreader pulled by a small utility vehicle, laws, rules and regulations, Cal OSHA standards, manufacturer's recommendations).

A. Select one that best relates to the **length** of your experience performing this task.

- 60 or more months
- 43 to 59 months
- 31 to 42 months
- 13 to 30 months
- 0 to 12 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Daily
- Weekly
- Monthly
- Yearly
- Never

9. Perform, oversee, train, and/or demonstrate to groundskeepers their duties of constructing decorative planting borders and retaining walls from concrete, wood, brick, and plastic bender board utilizing appropriate tools and resources.

A. Select one that best relates to the **length** of your experience performing this task.

- 60 or more months
- 43 to 59 months
- 31 to 42 months
- 13 to 30 months
- 0 to 12 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Daily
- Weekly
- Monthly
- Yearly
- Never

10. Perform, oversee, train, and/or demonstrate to groundskeepers their duties of maintenance and cleaning of mow strips, bike paths, walkways made of various materials (e.g., concrete, asphalt, decomposed granite, paver stones) utilizing appropriate tools and resources.

A. Select one that best relates to the **length** of your experience performing this task.

- 60 or more months
- 43 to 59 months
- 31 to 42 months
- 13 to 30 months
- 0 to 12 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Daily
- Weekly
- Monthly
- Yearly
- Never

11. Perform, oversee, train, and/or demonstrate to groundskeepers their duties of installation, adjustment, setting, repair, and maintenance of various types of irrigation systems (e.g., drip, overhead, automatic, manual, low voltage controls, valves, set irrigation schedules from controller or centralized computer system in accordance with local water restrictions) utilizing appropriate tools and resources.

A. Select one that best relates to the **length** of your experience performing this task.

- 60 or more months
- 43 to 59 months
- 31 to 42 months
- 13 to 30 months
- 0 to 12 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Daily
- Weekly
- Monthly
- Yearly
- Never

12. Perform, oversee, train, and/or demonstrate to groundskeepers their duties of cleaning out drainage ditches, catch basins, bio-swales drains, and culverts utilizing appropriate tools and resources (e.g., shovels, water pumps, laws, rules and regulations, Governor's Executive Orders, Cal OSHA standards, policies, and recommendations for storm water pollution prevention.)

A. Select one that best relates to the **length** of your experience performing this task.

- 60 or more months
- 43 to 59 months
- 31 to 42 months
- 13 to 30 months
- 0 to 12 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Daily
- Weekly
- Monthly
- Yearly
- Never

13. Perform, oversee, train, and/or demonstrate to groundskeepers their duties of preventive maintenance and/or minor repairs of various hand tools and gas-powered equipment (e.g., lawn mowers, leaf blowers, line trimmers.)

A. Select one that best relates to the **length** of your experience performing this task.

- 60 or more months
- 43 to 59 months
- 31 to 42 months
- 13 to 30 months
- 0 to 12 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Daily
- Weekly
- Monthly
- Yearly
- Never

14. Monitor work site to identify and/or correct potential safety hazards, grounds maintenance problems, etc.

A. Select one that best relates to the **length** of your experience performing this task.

- 60 or more months
- 43 to 59 months
- 31 to 42 months
- 13 to 30 months
- 0 to 12 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Daily
- Weekly
- Monthly
- Yearly
- Never

15. Attend and/or conduct health and safety meetings, inspections, and/or training utilizing various resources (e.g., Injury and Illness Prevention Plan and Safety Plan, laws, rules, regulations, Cal OSHA standards) to avoid or minimize accidents and prevent personal injury while on the job.

A. Select one that best relates to the **length** of your experience performing this task.

- 60 or more months
- 43 to 59 months
- 31 to 42 months
- 13 to 30 months
- 0 to 12 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Daily
- Weekly
- Monthly
- Yearly
- Never

16. Respond to emergency calls (e.g., flooding, fire, vandalism, accidents) utilizing various resources to coordinate and/or assist with needed services in compliance with laws and regulations of the Occupational Safety and Health Administration (OSHA), Safety Training (AB 2189), Injury and Illness Prevention Plan (IIPP and SB 298) and Workers' Compensation (Title 8 and SB 198).

A. Select one that best relates to the **length** of your experience performing this task.

- 60 or more months
- 43 to 59 months
- 31 to 42 months
- 13 to 30 months
- 0 to 12 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Daily
- Weekly
- Monthly
- Yearly
- Never

17. Maintain and submit accurate records regarding times, locations, and amounts of pesticides and fertilizers to be applied by completing a Pesticide Use Report form for documentation purposes in accordance with laws, rules, and regulations.

A. Select one that best relates to the **length** of your experience performing this task.

- 60 or more months
- 43 to 59 months
- 31 to 42 months
- 13 to 30 months
- 0 to 12 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Daily
- Weekly
- Monthly
- Yearly
- Never

18. Prepare and review work orders, sketches, drawings, plans, and diagrams to ensure adequate staffing and resources are available for upcoming projects.

A. Select one that best relates to the **length** of your experience performing this task.

- 60 or more months
- 43 to 59 months
- 31 to 42 months
- 13 to 30 months
- 0 to 12 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Daily
- Weekly
- Monthly
- Yearly
- Never

19. Conduct inventories, purchases, and/or requests for equipment, supplies, and/or materials to ensure timely delivery and meet operational needs.

A. Select one that best relates to the **length** of your experience performing this task.

- 60 or more months
- 43 to 59 months
- 31 to 42 months
- 13 to 30 months
- 0 to 12 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Daily
- Weekly
- Monthly
- Yearly
- Never

20. Participate in meetings to ensure current information is communicated within the unit.

A. Select one that best relates to the **length** of your experience performing this task.

- 60 or more months
- 43 to 59 months
- 31 to 42 months
- 13 to 30 months
- 0 to 12 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Daily
- Weekly
- Monthly
- Yearly
- Never

21. Maintain cooperative team and/or public relations with others (e.g., contractors, school staff, tenants, event coordinators, vendors, public, facility/building management.)

A. Select one that best relates to the **length** of your experience performing this task.

- 60 or more months
- 43 to 59 months
- 31 to 42 months
- 13 to 30 months
- 0 to 12 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Daily
- Weekly
- Monthly
- Yearly
- Never

22. Maintain and/or direct the retention of charts and records (e.g., personnel, training, certification, permits, equipment, water usage) to track information required by law.

A. Select one that best relates to the **length** of your experience performing this task.

- 60 or more months
- 43 to 59 months
- 31 to 42 months
- 13 to 30 months
- 0 to 12 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Daily
- Weekly
- Monthly
- Yearly
- Never

23. Develop and/or maintain a comprehensive preventive maintenance program for landscape and/or mechanical equipment.

A. Select one that best relates to the **length** of your experience performing this task.

- 60 or more months
- 43 to 59 months
- 31 to 42 months
- 13 to 30 months
- 0 to 12 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Daily
- Weekly
- Monthly
- Yearly
- Never

24. Assist in the preparation and/or implementation of various plans (e.g., Emergency Response Plans, Disaster Recovery and Business Resumption Plans, HazMat Business Plan, HazWaste Manifest) required by code utilizing various tools and resources.

A. Select one that best relates to the **length** of your experience performing this task.

- 60 or more months
- 43 to 59 months
- 31 to 42 months
- 13 to 30 months
- 0 to 12 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Daily
- Weekly
- Monthly
- Yearly
- Never

25. Assist in the preparation of the unit's annual budget, and the 5-year Special Repairs and Improvement Plans, to ensure sound fiscal management needed to maintain landscape operations, design specifications, promote energy conservation, landscape improvements, and/or Americans with Disabilities Act (ADA) specifications.

A. Select one that best relates to the **length** of your experience performing this task.

- 60 or more months
- 43 to 59 months
- 31 to 42 months
- 13 to 30 months
- 0 to 12 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Daily
- Weekly
- Monthly
- Yearly
- Never

26. Promote and/or implement energy conservation practices being provided through green technology to save energy, resources, and costs.

A. Select one that best relates to the **length** of your experience performing this task.

- 60 or more months
- 43 to 59 months
- 31 to 42 months
- 13 to 30 months
- 0 to 12 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Daily
- Weekly
- Monthly
- Yearly
- Never

27. Promote organizational mandates in the workplace regarding safety, security, Equal Employment Opportunity program objectives, ADA requirements, and other personnel practices as defined by regulatory agencies and established guidelines/policies, to ensure a discrimination-free and a safe work environment.

A. Select one that best relates to the **length** of your experience performing this task.

- 60 or more months
- 43 to 59 months
- 31 to 42 months
- 13 to 30 months
- 0 to 12 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Daily
- Weekly
- Monthly
- Yearly
- Never

28. Oversee employees in the performance of groundskeeping activities to ensure the continuity of the work process, delegating work assignments to other staff when necessary.

A. Select one that best relates to the **length** of your experience performing this task.

- 60 or more months
- 43 to 59 months
- 31 to 42 months
- 13 to 30 months
- 0 to 12 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Daily
- Weekly
- Monthly
- Yearly
- Never

29. Monitor and inspect the work of staff to ensure the work is successfully completed and that deadlines are met.

A. Select one that best relates to the **length** of your experience performing this task.

- 60 or more months
- 43 to 59 months
- 31 to 42 months
- 13 to 30 months
- 0 to 12 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Daily
- Weekly
- Monthly
- Yearly
- Never

30. Document and evaluate staff performance and recommend appropriate action to assist in staff development and ensure performance standards are met.

A. Select one that best relates to the **length** of your experience performing this task.

- 60 or more months
- 43 to 59 months
- 31 to 42 months
- 13 to 30 months
- 0 to 12 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Daily
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- Yearly
- Never

31. Resolve verbal disagreements, conflicts, and disputes utilizing interpersonal skills, mediation, facilitation, and supervisory skills to achieve and maintain a cohesive, productive workforce.

A. Select one that best relates to the **length** of your experience performing this task.

- 60 or more months
- 43 to 59 months
- 31 to 42 months
- 13 to 30 months
- 0 to 12 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Daily
- Weekly
- Monthly
- Yearly
- Never

32. Initiate and/or participate in the Progressive Disciplinary process to correct/improve employee performance/behavior issues or address issues of substandard performance by utilizing various resources.

A. Select one that best relates to the **length** of your experience performing this task.

- 60 or more months
- 43 to 59 months
- 31 to 42 months
- 13 to 30 months
- 0 to 12 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Daily
- Weekly
- Monthly
- Yearly
- Never

33. Coordinate with administrative staff to ensure work activities do not interfere with planned programs, services, or other departmental operations.

A. Select one that best relates to the **length** of your experience performing this task.

- 60 or more months
- 43 to 59 months
- 31 to 42 months
- 13 to 30 months
- 0 to 12 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Daily
- Weekly
- Monthly
- Yearly
- Never

34. Inspect contract landscaping work to remain in compliance with contract specifications.

A. Select one that best relates to the **length** of your experience performing this task.

- 60 or more months
- 43 to 59 months
- 31 to 42 months
- 13 to 30 months
- 0 to 12 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Daily
- Weekly
- Monthly
- Yearly
- Never

35. Monitor all expenditures of allocations and ensure compliance with all policies, rules, regulations, and allocation limits.

A. Select one that best relates to the **length** of your experience performing this task.

- 60 or more months
- 43 to 59 months
- 31 to 42 months
- 13 to 30 months
- 0 to 12 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Daily
- Weekly
- Monthly
- Yearly
- Never

36. Perform regular inspections of facility grounds, roads, walks, benches, irrigation systems, etc., to document condition and direct any necessary repairs.

A. Select one that best relates to the **length** of your experience performing this task.

- 60 or more months
- 43 to 59 months
- 31 to 42 months
- 13 to 30 months
- 0 to 12 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Daily
- Weekly
- Monthly
- Yearly
- Never

37. Develop and implement a turf maintenance plan for the organization to include proper cutting techniques, amendments, irrigation, herbicides, and pesticides to ensure healthy turf, shrubs, and trees.

A. Select one that best relates to the **length** of your experience performing this task.

- 60 or more months
- 43 to 59 months
- 31 to 42 months
- 13 to 30 months
- 0 to 12 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Daily
- Weekly
- Monthly
- Yearly
- Never

CONDITIONS OF EMPLOYMENT

Please mark the appropriate box(es) of your choice – you will not be offered a job in locations not marked.

If you are successful in this examination, your name will be placed on an active employment list and referred to fill vacancies according to the conditions you specify on this form. If you are not planning to relocate or are not willing to travel to a distant job location, do not select locations that are a long way from your residence.

TYPE OF EMPLOYMENT YOU WILL ACCEPT

Please mark the appropriate box(es) - you may check "Any" if you are willing to accept any type of employment. If all are marked and you receive an appointment other than Permanent Full-Time, your name will continue to be considered for Permanent, Full-Time positions.

- | | |
|--|---|
| <input type="checkbox"/> Any | |
| <input type="checkbox"/> Permanent, Full Time | <input type="checkbox"/> Limited Term, Full Time |
| <input type="checkbox"/> Permanent, Part Time | <input type="checkbox"/> Limited Term, Part Time |
| <input type="checkbox"/> Permanent, Intermittent | <input type="checkbox"/> Limited Term, Intermittent |

LOCATION(S) YOU ARE WILLING TO WORK

(0005) ANYWHERE IN THE STATE – if this box is marked, no further selection is necessary.

NORTHERN CALIFORNIA COUNTIES

- | | | |
|---|---|--|
| <input type="checkbox"/> (0400) Butte | <input type="checkbox"/> (2300) Mendocino | <input type="checkbox"/> (4500) Shasta |
| <input type="checkbox"/> (0600) Colusa | <input type="checkbox"/> (2500) Modoc | <input type="checkbox"/> (4600) Sierra |
| <input type="checkbox"/> (0800) Del Norte | <input type="checkbox"/> (2800) Napa | <input type="checkbox"/> (4700) Siskiyou |
| <input type="checkbox"/> (0900) El Dorado | <input type="checkbox"/> (2900) Nevada | <input type="checkbox"/> (4900) Sonoma |
| <input type="checkbox"/> (1100) Glenn | <input type="checkbox"/> (3100) Placer | <input type="checkbox"/> (5100) Sutter |
| <input type="checkbox"/> (1200) Humboldt | <input type="checkbox"/> (3200) Plumas | <input type="checkbox"/> (5200) Tehama |
| <input type="checkbox"/> (1700) Lake | <input type="checkbox"/> (3400) Sacramento | <input type="checkbox"/> (5300) Trinity |
| <input type="checkbox"/> (1800) Lassen | <input type="checkbox"/> (3800) San Francisco | <input type="checkbox"/> (5700) Yolo |
| | <input type="checkbox"/> (3900) San Joaquin | <input type="checkbox"/> (5800) Yuba |

CENTRAL CALIFORNIA COUNTIES

- | | | |
|--|--|---|
| <input type="checkbox"/> (0100) Alameda | <input type="checkbox"/> (1500) Kern | <input type="checkbox"/> (4000) San Luis Obispo |
| <input type="checkbox"/> (0200) Alpine | <input type="checkbox"/> (1600) Kings | <input type="checkbox"/> (4100) San Mateo |
| <input type="checkbox"/> (0300) Amador | <input type="checkbox"/> (2000) Madera | <input type="checkbox"/> (4300) Santa Clara |
| <input type="checkbox"/> (0500) Calaveras | <input type="checkbox"/> (2100) Marin | <input type="checkbox"/> (4400) Santa Cruz |
| <input type="checkbox"/> (0700) Contra Costa | <input type="checkbox"/> (2200) Mariposa | <input type="checkbox"/> (4800) Solano |
| <input type="checkbox"/> (1000) Fresno | <input type="checkbox"/> (2400) Merced | <input type="checkbox"/> (5000) Stanislaus |
| <input type="checkbox"/> (1400) Inyo | <input type="checkbox"/> (2600) Mono | <input type="checkbox"/> (5400) Tulare |
| | <input type="checkbox"/> (2700) Monterey | <input type="checkbox"/> (5500) Tuolumne |

SOUTHERN CALIFORNIA COUNTIES

- | | | |
|---|--|---|
| <input type="checkbox"/> (1300) Imperial | <input type="checkbox"/> (3500) San Benito | <input type="checkbox"/> (4200) Santa Barbara |
| <input type="checkbox"/> (1900) Los Angeles | <input type="checkbox"/> (3300) Riverside | <input type="checkbox"/> (5600) Ventura |
| <input type="checkbox"/> (3000) Orange | <input type="checkbox"/> (3600) San Bernardino | |
| | <input type="checkbox"/> (3700) San Diego | |

ADDRESS OR AVAILABILITY FOR EMPLOYMENT CHANGES

If you would like to change your address, phone number(s), email address, and/or locations and tenure/time base preferences, please log into your CalCareer Account, and click on the Eligibilities tab.