

GENERAL INFORMATION

For an examination without a written feature it is the candidate's responsibility to contact the California Coastal Commission's Human Resources office, (415) 904-5430 or via email at humanresources@coastal.ca.gov, **one week** after the final filing date if she/he has not received a progress notice.

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, she/he will be rescheduled upon written request.

Applications are available at the State Personnel Board, the California Coastal Commission, the San Francisco Bay Conservation and Development Commission, local offices of the Employment Development Department and the Departments noted at the bottom. Applications may also be obtained via internet at the San Francisco Bay Conservation and Development Commission's website at: <http://www.bcdc.ca.gov/employment/> and on the State jobs website at: <http://www.jobs.ca.gov>

If you meet the requirements stated on the reverse, 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 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 San Francisco Bay Conservation and Development Commission 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 law and rules and all competitors will be notified.

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) multi-departmental promotional, 4) service wide promotional, 5) open eligible list. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in 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 examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of her/his experience. Evaluation of a candidate's personal development will include consideration of her/his recognition of her/his own training needs; her/his plans for self-development; and the progress she/he has made in efforts toward self-development.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test by scoring at least 35 on each of the five sub-tests and averaging 45 for all the sub-tests; 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.

WEBSITE: You may refer to the San Francisco Bay Conservation & Development Commission web site at: www.bcdc.ca.gov for additional information about the Commission.

HUMAN RESOURCES - EXAMINATION UNIT
CALIFORNIA COASTAL COMMISSION
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San Francisco, CA 94105-2219
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Toll Free: 1-866-831-2540

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(415) 352-3600

TDD (415) 597-5885

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