



**CITY OF SAN DIEGO
EMPLOYMENT OPPORTUNITY**

**#T1544 PARK RANGER
SALARY: \$2851 to \$3465, Monthly**

APPLY: FIRST DATE: January 19, 2001

***LAST DATE: March 26, 2003**

Prompt application is encouraged. Immediate vacancies may be filled when sufficient applicants have been processed. Later applicants will be eligible for employment consideration as future positions MAY become available. NOTE: Based upon the number of applications received, this application filing period may close within five days.

JOB QUALIFICATIONS: The ideal candidate for this position will have a combination of training, education, and/or experience equivalent to the following:

EXPERIENCE: Two years of full-time experience assisting in the management or operation of a resource-based, open-space, or regional park. **Qualifying experience must include: 1) enforcing park regulations and/or having the authority to do so; and 2) writing/presenting historical and natural science interpretive programs. Note: Experience maintaining park grounds is NOT qualifying.**

EDUCATION: College graduation with an Associate's or higher degree (i.e., minimum completed units = 60 semester/90 quarter). An Associate's or higher degree in Resource Management, Public Resource Protection, Park Management, Outdoor Recreation, or a closely related field may be substituted for lack of experience in "writing/presenting historical and natural science interpretive programs" (see Experience Requirement #2 above).

NOTES:

1. **Highly Desirable Qualifications:** Resource management experience in trail maintenance and/or habitat restoration; experience enforcing regulations and issuing citations; and ability to communicate effectively orally and in writing.
2. **Physical Demands:** Depending upon assignment, some Park Ranger duties may involve hiking long distances and lifting/carrying objects up to 50 pounds.
3. Persons hired must furnish and wear standard apparel as prescribed. Costs for the initial uniform will be reimbursed to the employee after completion of the probationary period and attainment of permanent status as a Park Ranger.
4. Candidates selected must present proof of successful completion of a California Penal Code 832 course within six months of date of hire in order to retain employment.

LICENSE: A valid California Class C Driver's License will be required at time of hire.

DUTIES: Assist in the management or operation of a resource-based, open-space, or regional park; design and conduct interpretive programs on the natural and historical features of various City parks; design and prepare exhibits and publications; monitor park usage; enforce park policies and regulations; issue citations; assist in planning, monitoring, and implementing special events; train and evaluate the work of volunteers; serve as a liaison to community groups, other City departments, other agencies, and the public regarding park facilities, services, and improvements; prepare reports; and perform other duties as assigned.

HOW TO APPLY: Submit a completed DATA ENTRY FORM and APPLICATION/SUPPLEMENT (the original and ONE copy, including any attachments) for this position. Your Application/Supplement will be made available to the hiring department(s). Please submit requested materials only.

SCREENING PROCESS: Each application will be screened for job-related education, training, and/or experience. The City reserves the right to determine which equivalent backgrounds are sufficient to meet job qualifications, and to place only the most qualified applicants on the eligible list for this position.

ELIGIBLE LIST: Candidates who are successful in the screening process described above will be placed on a **one category** eligible list which will be used to fill position vacancies during the next **two years**. For each vacancy, only those candidates with the most appropriate qualifications will be contacted by the hiring department for an interview.

PRE-EMPLOYMENT REQUIREMENTS: Any employment offer is conditional pending the results of all pre-employment screening processes required for the job, which may include but are not limited to the following: confirmation of citizenship/legal right to work in the United States; completion of a pre-employment medical review/exam (which may include drug/alcohol testing); reference checks; background investigation; polygraph examination; and a fingerprint check. The fingerprints will be submitted to the California Department of Justice and the Federal Bureau of Investigation for a conviction record report. All of these processes must be successfully completed before employment begins. **Note:** Misrepresentation, falsification, or omission of pertinent facts in any step of the screening/selection process may be cause for disqualification or termination of employment.

KIM/December 16, 1994/*Rev. 12 (02-21-03)/Class 1634

THE CITY OF SAN DIEGO PERSONNEL DEPARTMENT • "WORKING HARD TO KEEP SAN DIEGO WORKING"

The City of San Diego has an active Equal Opportunity Program for employment and vigorously supports diversity in the workplace. Applicants with disabilities who require special testing arrangements may call (619) 236-6358. This information is available in alternative formats for persons with disabilities can call (619) 236-6467 or for TT (619) 236-6776.

APPLICANT INFORMATION

APPLICATION INFORMATION

Application materials must be received at the Employment Information Center **NO LATER THAN 5:00 P.M. ON THE FINAL FILING DATE**. Postmarks as proof of meeting the final filing date are not accepted. If you are returning your application via the U.S. Postal Service, you should use "Certified Mail-Return Receipt Requested" to provide verification of timely delivery. Do not send applications via interoffice mail.

1. Starting salaries will be determined by the hiring department
2. The hiring department with a vacancy will contact and interview eligible candidates as needed. All candidates may not be contacted. The final selection and offer of employment is made by the hiring department, not the Personnel Department.
3. Unless otherwise stated, relevant experience may be substituted for education.
4. Eligible lists may be used on a periodic basis. As such, lists may not be used for several months. Eligible lists may be extended by the Civil Service Commission.
5. Examination requirements and processes may be revised.
6. Experience, education, and all other information provided by an applicant orally or in writing are subject to verification.

FALSIFICATION: Any misrepresentations or false statements during or after the employment process may be cause for disqualification or dismissal from employment.

GENERAL REQUIREMENTS

Requirements must be met at time of application unless otherwise stated.

The minimum age for most full-time employment is 18, unless you are 17 and a high school graduate. You must have the legal right to work in the U.S. or have U.S. citizenship. Persons hired must present acceptable proof of identity and the legal right to work in the United States and the authenticity of the documents must be verified before starting work. After hire, you will be required to sign a loyalty oath and may be required to live in San Diego County.

A CITY MEDICAL EXAMINATION including drug screening and documentation of medical history, may be conducted following a conditional offer of employment or promotion. Medical condition must enable the applicant to perform the essential duties of the position.

The City of San Diego is committed to a drug and alcohol free workplace.

THE CITY OF SAN DIEGO SUPPORTS WORKPLACE DIVERSITY and does not discriminate on the basis of race, sex, age, ancestry, national origin, political/religious affiliation, sexual orientation, AIDS or HIV status, cancer, or non-job related physical/mental disability. The City is committed to making its jobs, programs, and services accessible to all persons and complies with all ADA non-discrimination requirements in its employment practices.

A CONVICTION RECORD FORM must be submitted before hire. On it you must list all criminal convictions you have had. A criminal record is not necessarily a basis for disqualification from City employment. Each applicant's conviction record will be evaluated on a case by case basis considering the type and seriousness of the crime, how much time has elapsed, and the nature of the job.

EMPLOYEE BENEFITS

City Employees may be eligible to participate in a benefit program including holidays, vacations, savings and retirement plans, health programs, and other benefits.

Benefits may change due to employer-employee contract negotiations.

REQUIREMENTS FOR PROMOTIONAL EXAMINATIONS

1. Current City employment, or currently on a Re-employment List or Leave of Absence.
2. Six months of continuous City employment in the Classified Service immediately prior to the application closing date or, if no closing date is specified, by date of application filing (exceptions: Persons recently hired from Re-employment Lists, and employees in the Unclassified Service if the employee has six months in the Classified Service with no break in service, prior to becoming an Unclassified employee).
3. Most recent performance evaluation in your current City classification must be other than "Unsatisfactory".

The provisions of this bulletin do not constitute an expressed or implied contract.

DIVERSITY BRINGS US ALL TOGETHER