



COUNTY OF LOS ANGELES
invites applications for the position of:

FORESTRY ASSISTANT

SALARY: \$6,002.82 - \$9,015.92 Monthly
\$72,033.84 - \$108,191.04 Annually

OPENING DATE: 09/10/21

CLOSING DATE: Continuous

POSITION/PROGRAM INFORMATION:



FIRE DEPARTMENT

TYPE OF RECRUITMENT:
OPEN COMPETITIVE JOB OPPORTUNITY

APPLICATION FILING PERIOD:
September 13, 2021 at 8:00 A.M. (PT) - This exam will remain open until the needs of the Department are met and is subject to close without prior notice.

EXAM NUMBER:
30328I

No withhold or Out-of-Class experience will be accepted.

DEFINITION:

Performs nursery or field reforestation work and supervises juvenile and adult work crews in forestry projects.

CLASSIFICATION STANDARDS:

Positions allocable to this class typically report to a Deputy Forester and are responsible for performing forestry duties at a County reforestation nursery or are assigned to one of the major forestry programs such as: Vegetation Management, Conservation Education, Fuel Modification, Brush Clearance, Fire Plan, Environmental Review, Pesticide Coordination, Soil Stabilization or Landscape Design. Incumbents must apply supervisory skills and knowledge of forestry and natural resources management principles to plan and coordinate field projects, forest tree nursery operations, or specialized tasks in support of vegetation management, fuel modification, brush clearance, environmental impact reports, and the County's Oak Tree Ordinance.

Incumbents supervise and participate in the work of unskilled crews performing forestry related duties.

ESSENTIAL JOB FUNCTIONS:

- **Oversees and conducts field work** (e.g. Inspections, manual labor, landscaping) by directing field crews (Forestry Technicians, volunteers, and vendors), engaging in manual seed collecting, field reforestation (i.e. removing invasive plant species and planting native species), native plant propagation in nurseries, determining the type, number and placement of trees to be planted, managing tree nurseries, by using a chainsaw to thin forest, and applying herbicides, insecticides, and other chemicals for weed abatement, and by operating Class B commercial vehicles and towing chippers/trailers in order to complete forestry related projects.
- **Conducts enforcement inspections** under the supervision of Deputy Foresters by inspecting properties (e.g. brush clearance inspections, oak tree ordinance inspections), by communicating compliance findings with property owners, in order to monitor compliance of laws and regulations.
- **Serves as departmental representative at community events** (e.g. county fairs, job fairs, school presentations) by coordinating, scheduling, and giving presentations or informal talks regarding forestry activities; conducting field demonstrations in order to educate the public.
- **Prepares forestry projects**, by evaluating physical conditions (e.g. environmentally sensitive areas, defensible space requirements), conducting site preparation, and selecting appropriate plant species for planting and removal, in order to protect life, property, and the environment.
- **Evaluates regulatory compliance by reviewing and analyzing inspection information** in accordance with state and county codes and ordinance, and coordinates corrective measures in order to protect life, property, and the environment
- **Develops Geographic Information Systems maps** by collecting fire perimeter data, by hiking uneven terrain and collecting forest management data in order to utilize silvicultural techniques to accurately assess forest health.
- **Staffs the 24 hour facility at Henninger Flats visitor center/museum** by giving guided field tours, by participating in education and conservation programs, by patrolling campgrounds, rendering emergency medical services to the general public, and by covering night shifts in the absence of lower level staff in order to provide a safe venue for outdoor recreational activities.
- **Responds to 24 hour emergency incident needs by performing support roles in logistics** (e.g. supply unit, ground support unit, and facilities unit) and planning (e.g. situation unit, resource unit) in order to support the needs of the incident.

REQUIREMENTS:

MINIMUM REQUIREMENTS:

TRAINING AND EXPERIENCE:

Graduation from an accredited college with specialization in forestry or a related field.

Related field such as: Urban Forestry, Forestry Recreation, Recreation Administration, Landscape Architecture, Wildfire, Wildfire Management, Natural Resources Management, Botany, Environmental Sciences (Ecology), Agriculture, Horticulture, and Arboriculture. All related fields may be reviewed for content and curriculum emphasis.

LICENSE:

A valid California Class C Driver License **is required** to perform job-related essential functions.

A valid California Class B Commercial Driver License with water tank, air brake and passenger endorsements is required within one year from the date of appointment and prior to completion of probationary period.

LICENSE INFORMATION:

Applicants for this position are required to include a copy of their California driver license at the time of filing or within fifteen (15) calendar days of submitting their online application. If you are unable to attach your documents, you may e-mail them to Fire-Examination@fire.lacounty.gov or fax them to (323) 264-7159. Failure to provide any required documentation will result in application rejection. Please include your Name, Exam Number, and the Exam Title on the submitted documents.

Successful applicants for this position will be required to obtain and present a copy of their driving record from the California State Department of Motor Vehicles before being appointed.

Applicants should not present a copy of their driving history until asked to do so by the hiring department. The County will make an individualized assessment of whether an applicant's driving history has a direct or adverse relationship with the specific duties of the job. License must not be currently suspended, restricted, or revoked.

PHYSICAL CLASS:

4 - Arduous. Involves frequent heavy lifting over 25 pounds, often combined with bending, twisting, or working on irregular surfaces; and occasionally requires extraordinary physical activity.

OTHER REQUIREMENTS:

Persons appointed to this class shall obtain Emergency Medical Technician (EMT) certification through successful completion of the departmentally provided EMT training program, or from a school, or an EMT program accredited by the local Emergency Medical Services (EMS) Agency, and successfully pass the National Registry for Emergency Medical Technicians (NREMT) basic exam within one year from time of appointment.

PHYSICAL REQUIREMENTS:**VISION:**

(1) Acuity - At least 20/70 in each eye without correction, correctable to 20/30 in each eye. (2) Color Perception - Anything other than minor hue impairment is disqualifying.

HEARING:

Applicants cannot be medically qualified if the hearing in either ear shows greater than a 40 dB loss as averaged in the four test frequencies of 500, 1000, 2000 and 3000 Hz; nor may there be greater than a 45 dB peak loss at any one of the test frequencies. Applicants whose test results fall between the acceptable and unacceptable ranges will be individually evaluated.

SPECIAL REQUIREMENT INFORMATION:

In order to receive credit for any certificate(s), license(s), or college or university degree, such as a Bachelor's degree or higher, you **must** include a legible copy of the certificate(s), license(s), or either the Official Degree, Official Transcript(s)*, or Official Letter from the accredited institution (which shows the area of specialization and the date the degree was awarded) with the Registrar's signature and school **seal at the time of filing or within fifteen (15) calendar days of submitting an online application**. If you are unable to attach your documents, you may e-mail them to Fire-Examination@fire.lacounty.gov or fax them to (323) 264-7159. Failure to provide any required documentation will result in application rejection. Please include your

Name, Exam Number, and the Exam Title on the submitted documents.

Note: *Official Transcript is defined as a transcript that bears the college seal and states "official and/or copy" issued by the school's Registrar Office. A printout of the transcript from the school's website is **NOT** considered official and therefore, **will not** be accepted and will result in your application being incomplete and rejected.

ADDITIONAL INFORMATION:

EXAMINATION CONTENT

PART I: A multiple choice assessment, weighted at 60%, assessing Deductive Reasoning, Deciding and Initiating Action, Working with People, Persuading and Influencing, Planning and Organizing, and Delivering Results and Meeting Customer Expectations.

PART II: An Evaluation of Training and Experience (T&E), weighted at 40%, assessing Professional/Technical Knowledge (Laws and Regulations, Professional Standards, Policies, and Procedures, Forestry Management and Fire Science, Emergency Operations, Safety and Emergency Equipment, and Hand Tools and Power Equipment).

Applicants must meet the Minimum Requirements and achieve a passing score of 70% or higher on the combined scores for Part I and II in order to be placed on the eligible register.

STANDARDIZED MULTIPLE CHOICE TESTS ARE NOT REVIEWABLE BY CANDIDATES PER CIVIL SERVICE RULE 7.19.

NOTE: All notifications including invitation letters will be sent electronically to the email address provided on the application. It is important that you provide a valid email address. Please add angela.gamboarivas@fire.lacounty.gov, aoganesyan@hr.lacounty.gov, scho@hr.lacounty.gov, info@governmentjobs.com, noreply@governmentjobs.com, talentcentral@shl.com, noreply@proctoru.com, and donot-reply@amcatmail.com to your email address and list of approved senders to prevent email notifications from being filtered as spam/junk/clutter mail. Los Angeles County will not consider claims of not viewing or receiving notification to be a valid reason for late test administration or rescheduling of a test component.

Transfer of Multiple-Choice Test Responses:

- Applicants who have taken identical test questions for multiple-choice tests (Part I) recently for other exams will have their test responses automatically transferred to this examination.
- This examination contains test questions that may be used in the future for new examinations and your test responses may be transferred.

TEST PREPARATION:

Study guides and other test preparation resources are available to help candidates prepare for employment tests. An interactive, Online Test Preparation System for taking practice tests may be accessed on the Department of Human Resources website at <http://hr.lacounty.gov/>. Please click on "Find a Job" and then "Job Search Toolkit." Test Preparation Information is located under the "Employment Test Assistance" section.

You can also access test preparation for the computerized portion of the test by going to http://www.shldirect.com/practice_tests.html. While these practice materials will help in preparing for the test, we advise you to review ALL related materials that you deem necessary.

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ELIGIBILITY INFORMATION:

The names of candidates receiving a passing score on the examination will be placed on the eligible register in order of their score group for a period of **twelve (12) months following the date of promulgation**. Applications will be processed on an as-received basis and promulgated to the eligible register accordingly. **NO PERSON MAY COMPETE IN THIS EXAMINATION MORE THAN ONCE EVERY TWELVE (12) MONTHS.**

SUPPLEMENTAL QUESTIONNAIRE:

The acceptance of your application depends on whether you have **clearly** shown that you meet the **Minimum Requirements** and you have completely filled out your application. Please fill out your application and the supplemental questionnaire completely and correctly to receive full credit for any related education, training, and job experience. For each job held, give the name and address of your employer, your actual job title, beginning and ending dates, total number of hours worked (full or part-time), and description of work performed. Provide any relevant job experience and training in the spaces provided so we can evaluate your qualifications for this job. Your application will be rejected if it is incomplete. We may reject your application at any time during the selection process.

SPECIAL INFORMATION:

AVAILABLE SHIFT: Any Shift - Appointees must be willing to work any shift, including evenings, nights, weekends, and holidays.

BACKGROUND CHECK:

Candidates who are extended a conditional offer of employment will be required to complete a background check, including a review of any criminal convictions, which requires a fingerprint scan. A candidate with a conviction history which has a direct and adverse relationship with the duties of the **Forestry Assistant** position may undergo the process for their conditional offer of employment to be rescinded. If rescinded, a candidate's name will be removed from the certification list pursuant to Civil Service Rule 6.04.

VACANCY INFORMATION:

The eligible register resulting from this examination will be used to fill Forestry Assistant vacancies within the County of Los Angeles Fire Department, as they occur.

APPLICATION AND FILING INFORMATION:

Applications must be filed online only. We must receive your online application by 5:00 p.m. (PT), on the last day of filing. Applications submitted by U.S. mail, fax, or in person will not be accepted. Apply online by clicking on the green "Apply" button, when it becomes available, at the top right of this posting. You can also track the status of your application using this website. If you are unable to access the website, you may enter the following link to access your profile: <http://www.governmentjobs.com/careers/lacounty>.

NOTE: We must receive all required documents, if any, **at the time of filing or within fifteen (15) calendar days of submitting your online application**. Please check your application to ensure that the documents are uploaded by logging on to County of Los Angeles Department of Human Resources website and reviewing your submitted application. Applicants must submit all documents to be considered (official diplomas, official transcripts, certificates, etc.) during application submission. All documents must be clear and legible. Although resumes may be uploaded as attachments to the online application, resumes cannot be accepted in lieu of completing the online application. If you are unable to attach documents, you may e-mail them to Fire-Examination@fire.lacounty.gov or fax the documents to (323) 264-7159 **at the time of filing or within fifteen (15) calendar days of submitting your online application**. Failure to

provide the documentation will result in application rejection. Please include your Name, the Exam Number, and the Exam Title on the faxed documents.

IMPORTANT NOTE:

Please note that **ALL** information included in the application materials is subject to **VERIFICATION** at any point during the examination and hiring process, including after an appointment has been made. **FALSIFICATION** of any information may result in **DISQUALIFICATION or RESCISSION OF APPOINTMENT**. Utilizing **VERBIAGE** from the Class Specification and/or Minimum Requirements serving as your description of duties **WILL NOT** be sufficient to demonstrate that you meet the requirements. Doing so may result in an **INCOMPLETE APPLICATION** and you may be **DISQUALIFIED**.

ADDITIONAL INFORMATION REGARDING ONLINE FILING:

SOCIAL SECURITY NUMBER:

It is important that you provide your own Social Security Number (SSN) at the time of filing to ensure your application is processed accurately. Please include your SSN for record control purposes. Federal law requires that all employed persons have a SSN.

NO SHARING OF USER ID, E-MAIL, AND PASSWORD:

If you do not already have an account/profile with the County of Los Angeles, you will need to create one. All applicants must file their application online using their **OWN** user ID and password. Using someone else's user ID and password may erase the original candidate's application record.

COMPUTER AND INTERNET ACCESS AT PUBLIC LIBRARIES

For applicants who may not have regular access to a computer or the Internet, applications can be completed on computers at public libraries throughout Los Angeles County by visiting <https://lacountylibrary.org/reopening>.

ADA Coordinator Phone: (213) 466-5500

Teletype Phone: (800) 735-2922

California Relay Services Phone: (800) 735-2922

Department Contact Name: Fire Examination Section

Department Contact Phone: (213) 466-5500

Department Contact E-mail: Fire-Examination@fire.lacounty.gov

Department Fax: (323) 264-7159

**COUNTY OF LOS ANGELES
Employment Information**

Any language contained in the job posting supersedes any language contained below

Your Responsibilities:

1. Completing Your Application:

- a. Before submission of the application, it is your responsibility to ensure that all information provided is correct and complete on the application. Incomplete applications cannot be accepted.
- b. List each payroll title separately for each job. Do not group your experience. Specify the beginning and ending dates for each job. If you are a County employee and have

7. Equal Employment Opportunity/Non-Discrimination Policy:

- a. It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, color, religion, sex, national origin, age, sexual orientation or disability.
- b. If you require material in an ALTERNATE FORMAT or are an individual requesting REASONABLE ACCOMMODATION(S) in the

COUNTY OF LOS ANGELES
Employment Information

Any language contained in the job posting supersedes any language contained below been promoted, do NOT list all of your time with the County under your present payroll title. examination process for a physical or mental disability, please CONTACT THE AMERICANS WITH DISABILITIES ACT (ADA) COORDINATOR LISTED ON THE JOB POSTING. The provision of reasonable accommodation may be subject to verification of disability as allowable with State and Federal law. All disability-related information will remain confidential.

c. Please include your Social Security Number for record control purposes. Federal law requires that all employed persons have a Social Security Number.

d. To receive credit, include a copy of your diploma, transcript, certificate, or license as directed on the job posting. The document should be in English; if it is in a foreign language, it must be translated and evaluated for equivalency to U.S. standards. Refer to the job posting for specific deadlines for supporting documentation.

2. Requirements are listed in the job posting.

a. Your application will only be accepted if it clearly shows you meet the requirements. The information you give will determine your eligibility and is subject to verification at any time.

b. You must be at least 16 years of age at the time of appointment unless other age limits are stated on the job posting. The Federal Age Discrimination in Employment Act (ADEA) of 1967, as amended, prohibits discrimination on the basis of age for any individual over age 40.

c. Experience is evaluated on the basis of a verifiable 40-hour week.

3. Application Deadline:

All job applications must be completed and submitted by the last day of the filing period and closing time as indicated on the job posting unless other instructions are provided. Job postings with an open continuous filing period are subject to closure without prior notice. It is to your advantage to file your application early and not wait until the last allowable date and time as you will not be able to apply once the filing period has closed.

4. Change of Name or Address:

To change personal information such as your name or address, log into your profile

Disclaimer: The County of Los Angeles is not responsible or in any way liable for any computer hardware or software malfunction which may affect the employment application or the application selection process.

You assume all responsibility and risk for the use of this system and the Internet generally. This system and the information provided on it are provided on an "as is" and "as available" basis without warranties of any kind, either express or implied. No advice or information given by the County of Los Angeles or its respective employees shall modify the foregoing or create any warranty.

The County of Los Angeles expressly disclaims any warranty that the information on this system or on the Internet generally will be uninterrupted or error free or that any information, software or other material accessible from the system is free of viruses or other harmful components. You shall have no recourse against the County of Los Angeles as the system provider for any alleged or actual infringement of any proprietary rights a user may have in anything posted or retrieved on our system.

The County of Los Angeles shall not be liable for any direct, indirect, punitive, incidental, special or consequential damages arising out of or in any way connected with the use of this system or with the delay or inability to use it (or any linked sites), or for any information obtained through this system, or otherwise

COUNTY OF LOS ANGELES
Employment Information

Any language contained in the job posting on www.governmentjobs.com and make the necessary change. This can be done at any time.

5. Promotional Examinations:

If indicated on the job posting, permanent employees who have COMPLETED THEIR INITIAL PROBATIONARY PERIOD AND HOLD A QUALIFYING PAYROLL TITLE may file for promotional examinations if they are within six months of meeting the experience requirements by the last day of filing or at the time of filing for open continuous exams.

6. Out of Class:

Some of your experience may have been in a position in which such work is not typically performed. If indicated on the job posting that such experience is permitted, a signed Verification of Experience Letter (VOEL) or a document showing you received an additional responsibility bonus, out-of-class bonus, or temporary assignment bonus from your department's Human Resources Office may be required to be attached to your application.

Veteran's Credit: In all open competitive examinations, a veteran's credit of 10 percent of the total credits specified for such examinations will be added to the final passing grade of an honorably discharged veteran who served in the Armed Forces of the United States under any of the following conditions: During a declared war; -or- During the period April 28, 1952 through July 1, 1955; -or- For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; -or- During the Gulf War from August 2, 1990 through January 2, 1992; -or- For more than 180 consecutive days, other than for training, any part of which occurred during the period beginning September 11, 2001, and ending on August 31, 2010 the last day of Operation Iraqi Freedom; -or- In a campaign or expedition for which a

supersedes any language contained below arising out of the use of this system, the Internet generally or on any other basis.

NOTE: Your application is submitted using Secure Encryption to ensure the privacy of all information you transmit over the Internet.

By accepting the Use Disclaimer set forth here, you agree to all of the above terms and further agree to use this Online Job Employment Application System only for the submission of bona fide employment applications to the County of Los Angeles. Any other use of this Online Job Employment Application System, including without limitation any copying, downloading, translation, decompiling, or reverse engineering of the system, data, or related software, shall be a violation of the Use Disclaimer.

Test Preparation: Study Guides and other test preparation resources are available to help candidates prepare for employment tests. An interactive, Online Test Preparation System for taking practice tests may be accessed on the Department of Human Resources website at <http://hr.lacounty.gov/job-search-toolkit>. Scroll down to the "Employment Test Assistance" section and click on the "VISIT ONLINE TEST PREP SYSTEM" link. Additional test preparation resources may be listed on the job posting.

Benefit Information: Depending on the position, the successful candidate will enroll in a contributory defined benefit pension plan if the candidate is a "new member" of the County's defined benefit plan (LACERA) on or after January 1, 2013 (first employed by the County on or after December 1, 2012) – unless she or he established reciprocity with another public retirement system in which she or he was a member before January 1, 2013. It should be noted that County employees do not pay into Social Security, but do pay the Medical

COUNTY OF LOS ANGELES Employment Information

Any language contained in the job posting supersedes any language contained below. Any language contained in the job posting campaign medal or expeditionary medal has been authorized and awarded. Any Armed Forces Expeditionary medal or campaign badge, including El Salvador, Lebanon, Grenada, Panama, Southwest Asia, Somalia, and Haiti qualifies for credit. Hospital Insurance Tax portion of Social Security at a rate of 1.45%. The Los Angeles County Employees Retirement Association (LACERA) has reciprocal agreements with several public retirement systems in California.

A campaign medal holder or Gulf War veteran who originally enlisted after September 7, 1980 (or began active duty on or after October 14, 1982, and has not previously completed 24 months of continuous active duty) must have served continuously for 24 months or the full period called or ordered to active duty.

This also applies to the spouse of such person who, while engaged in such service was wounded, disabled or crippled and thereby permanently prevented from engaging in any remunerative occupation, and also to the widow or widower of any such person who died or was killed while in such service. A DD214, Certificate of Discharge or Separation from Active Duty, or other official documents issued by the branch of service are required as verification of eligibility for Veterans preference. Applicants must submit the documentation for each open competitive exam to qualify for veteran's credit. More information available at:

<https://www.opm.gov/policy-data-oversight/veterans-services/vet-guide-for-hr-professionals/>

Accreditation Information: Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency

Social Security Act of 2004: Section 419 (c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website www.socialsecurity.gov, or call toll free 1-800-772-1213. Persons who are deaf or hard of hearing may call the TTY number 1-800-325-0778 or contact a local Social Security office.

Americans with Disabilities Act of 1990: All positions are open to qualified men and women. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation, or help in order to apply for a position, may contact the ADA/Personnel Services for Disabled Persons Coordinator. Hearing impaired applicants with telephone teletype equipment may leave messages by calling the teletype phone number on the job posting. The County will attempt to meet reasonable accommodation requests whenever possible.

Employment Eligibility Information: Final appointment is contingent upon

COUNTY OF LOS ANGELES
Employment Information

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Background Check:: The County of Los Angeles is a Fair Chance employer. Except for a very limited number of positions, you will not be asked to provide information about a conviction history unless you receive a contingent offer of employment. The County will make an individualized assessment of whether your conviction history has a direct or adverse relationship with the specific duties of the job, and consider potential mitigating factors, including, but not limited to, evidence and extent of rehabilitation, recency of the offense(s), and age at the time of the offense(s). ***If asked to provide information about a conviction history, any convictions or court records which are exempted by a valid court order do not have to be disclosed.***

Career Planning: Resources to help current and prospective employees plan a career with Los Angeles County are available. To explore career paths to and from nearly all job titles, please visit our interactive Career PathFinder application at <http://career-pathfinder.hr.lacounty.gov>.

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability or any other characteristic protected by State or Federal law. All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act. The County will comply with all of its obligations under State and Federal laws regarding the provision of reasonable accommodations to applicants.

verification of U.S. citizenship or the right to work in the United States. Immigration law provides that all persons hired after November 6, 1986, are required to present original documents to the County, within three (3) business days of hiring, which show satisfactory proof of: 1) identity and 2) U.S. employment eligibility.

Los Angeles County Child Support Compliance Program: In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires which may assist in locating persons who owe these obligations. Family Code Section 17512 permits under certain circumstances for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

The California Fair Employment and Housing Act (Part 2.8 commencing with Section 12900 of Division 3 of Title 2 of the Government Code) and the Regulations of the Fair Employment and Housing Commission (California Code of Regulations, Title 2, Division 4, Sections 7285.0 through 8504) prohibits employment discrimination based on race or color; religion; national origin or ancestry, physical disability; mental disability or medical condition; marital status; sex or sexual orientation; age, with respect to persons over the age of 40; and pregnancy, childbirth, or related medical conditions.

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Updated October 2019

APPLICATIONS MAY BE FILED ONLINE AT:

<http://hr.lacounty.gov>

Position #30328I
FORESTRY ASSISTANT
AG

Los Angeles, CA 90010

FORESTRY ASSISTANT Supplemental Questionnaire

- * 1. Do you have a valid California Class C Driver License?
 Yes No

- * 2. Did you attach a copy of your California Class C Driver License? (If you did not, supporting documentation must be received within fifteen (15) calendar days of submitting your on-line application.)
 Yes No

- * 3. **General Information:** Questions 4 through 19 will assess your training and experience as it relates to this position. This evaluation of Training & Experience (T&E) is a self-assessment. You will respond to questions about your training and experience related to having acquired the necessary knowledge, skills, and abilities to successfully perform as the Forestry Assistant. All information that you provide is subject to verification. The assessment will evaluate the following competencies:

Professional and Technical Knowledge

a. **Laws and Regulations, Professional Standards, Policies, and Procedures** - knowledge of pertinent laws and regulation to promote sustainable forest and resource protection, and sustainable urban forests; to identify the significant environment impacts of forestry and other projects on natural resources; and to comply with local, state, and federal environmental documentation laws. This includes, but is not limited to, the knowledge of State/Local Fire code, California Forest Practice Act, California Urban Forestry Act, California Environmental Quality Act, National Environmental Policy Act, and Endangered Species Act.

b. **Forestry Management and Fire Science** -knowledge of the theories, principles, and techniques (e.g. nursery operation, plant propagation, seed planting/collection, site selection, monitoring growth of trees, forestry, wildlife management, chaparral management, habitat restoration, oak woodlands management, riparian management, fire behavior, defensible space standards, wildfire prevention, burned area emergency response, archaeological rules and regulations, soil science).

c. **Emergency Operations** - knowledge of emergency rescue techniques, and procedures (e.g., urban search and rescue (USAR), emergency medical services, hazardous materials, Incident Command System (ICS), fire weather, wildland firefighting).

d. **Safety and Emergency Equipment** - knowledge of repair facility safety rules, principles, laws (i.e., Occupational Safety and Health Administration) and practices including accident and fire prevention (e.g., defensible space) and equipment (e.g., hand-radio operations, vehicle safe handling, mobile data terminals, Personal Protective Equipment).

e. **Hand Tools and Power Equipment** - knowledge of and skill to maintain and use hand tools (e.g., shovels, McLeod, Pulaskis, etc.) and power equipment (e.g., chainsaws, weed whips, wood chippers, etc.) for forestry work.

This assessment is weighted 40%. Candidates must pass with a score of 70% or higher on each weighted part of the examination to be added on the eligible list. All completed T&Es will be scored according to standardized criteria established and approved by a panel of subject matter experts.

Instructions for Completion

Carefully read the official County job bulletin for this examination. You will receive points for each question based on the response(s) you provide. You will receive zero points for any question on which you do not provide a brief description from your training and/or experience that supports the response you have indicated. Referrals to a resume or the County application will be considered a non-response.

Certification Statement

By completing the following, I hereby attest that all information I have provided in this T&E is true and complete to the best of my knowledge. I acknowledge that Human Resources staff may contact my employers to verify the information that I have provided. I understand that any misrepresentations, falsifications, or omissions of material facts violates Civil Service Rules and may subject me to actions, including removal from this examination and dismissal during any period of County employment.

Furthermore, I certify that I will not disclose the questions used in this examination to any candidate nor will I provide any information to anyone concerning anything related to this examination other than concerned parties in an official protest or appeal. I understand that violation of this agreement can result in my disqualification from this examination as provided by Civil Service Rules.

Yes, I understand the above information and instructions.

* 4. Indicate your highest level of specialized education in Forestry, Fire Ecology, Biology, Botany, Wildlife Management, Archaeology, Soil Science or a closely related field:

a. Bachelor's Degree from an accredited college or university in Forestry, Fire Ecology, Biology, Botany, Wildlife Management, Archaeology, Soil Science or a closely related field.

b. Master's Degree or higher from an accredited college or university in Forestry, Fire Ecology, Biology, Botany, Wildlife Management, Archaeology, Soil Science, or a closely related field.

c. None of the Above

- * 5. To receive credit for the previous question, you must indicate your degree and major, and school it was awarded from. If you don't have the stated degree or one closely related, then indicate "N/A." Comments such as "see resume or application" will not be considered as a response. Please limit your response to 250 words or less.

- * 6. Indicate if you possess any of the following certifications (Please select all that apply, hold the CTRL button to select more than one option).
 - Arborist License from the International Society of Arboriculture
 - Registered Professional Forester License from the Board of Forestry and Fire Protection
 - Certified Forester from the Society of American Foresters
 - Incident Command System Certifications
 - Incident Command System Qualifications
 - Other - related to Forestry (e.g. environmental license, archaeological license, certified wildlife biologist, federal certifications for environmental care)
 - I have not participated in any of the above programs for certification

- * 7. To receive credit for the previous question, you must indicate your certification(s), school/program it was awarded from, and the year obtained. If you don't have the stated certification(s), then indicate "N/A." Comments such as "see resume or application" will not be considered as a response. Please limit your response to 250 words or less. Note: You MUST also attach a copy of your certification to receive any credit.

- * 8. Indicate if you have performed any of the following activities (Please select all that apply, hold the CTRL button to select more than one option).
 - Using a chipper to remove debris and other disposable flammable organic material during hazardous fuel reduction projects (e.g., plantation maintenance, community projects)
 - Transporting trailers and/or chippers
 - Driving and operating a fuel tender with a Class B license vehicle
 - Driving and operating a water tender with a Class B license vehicle
 - Driving and operating a passenger endorsement with a Class B license vehicle
 - I have not performed any of the above activities

- * 9. To receive credit for the previous question, you must indicate your position title, employer, supervisor name and phone number, approximate dates of where you acquired the job experiences listed in the previous question, and a brief description of your selected activity(s). If you have a Class B license, you must provide a copy in order to receive points for the options referring to the license. If you have no experience in an area of responsibility, then indicate "N/A." Comments such as "see resume or application" will not be considered as a response. Please limit your response to 250 words or less.

- * 10. Indicate the types of forestry field work projects you have worked on in a supporting functional role (e.g. operating a chipper, conducting field surveys, tree assessments, property inspections) related to fire prevention (Please select all that apply, hold the CTRL button to select more than one option).

- Plantation Maintenance/Restoration (e.g. plant trees, weed whip, prune)
- Forest Health Evaluation/Invasive Pest Management (e.g. stocking levels, examining tree vigor, pest identification/treatment)
- Hazardous Fuel Management (e.g. prescribed burning, mechanical brush thinning, identification of strategic fuel management mitigation)
- Defensible Space Enforcement (e.g. brush clearance fire code enforcement, inspections, new construction of defensible space planning)
- Emergency Incident Support (e.g. incident management logistics, incident management planning)
- Other (Please list in comments)
- None of the above

* 11. To receive credit for the previous question, you must indicate your position title, employer, supervisor name and phone number, approximate dates of where you acquired the job experiences listed in the previous question, and a brief description of your role in each selected field work project(s). If you have no experience performing the listed field work projects, then indicate "N/A." Comments such as "see resume or application" will not be considered as a response. Please limit your response to 250 words or less.

* 12. Indicate which of the following report-writing or grant-writing activities you have participated in (Please select all that apply, hold the CTRL button to select more than one option).

- Fuel Modification Scope of Work
- Hazardous Fuels Reduction Scope of Work
- Protected Species Report
- Archeology Reports
- Biology Reports
- Hazard Tree Identification/Removal Report
- California Environmental Quality Act
- Grant writing
- I have not participated in any of the above.

* 13. To receive credit for the previous question, you must indicate your position title, employer, supervisor name and phone number, approximate dates of where you acquired the job experiences listed in the previous question, and a brief description of your role in the selected report-writing/grant-writing activity. If you have no experience performing the listed activities, then indicate "N/A." Comments such as "see resume or application" will not be considered as a response. Please limit your response to 250 words or less.

* 14. Indicate if you have conducted any of the following enforcement inspection (Please select all that apply):

- Protected Species Inspection (hazardous tree evaluation, oak tree report validation, endangered plant enforcement)
- Power Line Inspection (enforcing CPUC guidelines by inspecting power lines for proper clearance and writing citations)
- Defensible Space Inspection (conducting and enforcing inspections for parcels in the high to very high severity zones)
- Home Hardening Inspection (enforcing ignition zones per NFPA guidelines)
- I have not conducted an enforcement inspection on any of the above

- * 15. To receive credit for the previous question, you must indicate your position title, employer, supervisor name and phone number, approximate dates of where you acquired the job experiences listed in the previous question, and a brief description of your role in each selected enforcement inspection(s). If you have no experience in an area of responsibility, then indicate "N/A." Comments such as "see resume or application" will not be considered as a response. Please limit your response to 250 words or less.
- * 16. How many environmental education presentations have you delivered at public outreach events (e.g., Fairs, Earth Day, school presentations)?
- 1 to 5
 - 6 to 10
 - 11 or more
 - I have not conducted any environmental education presentations
- * 17. To receive credit for the previous question, you must indicate the name and date of each event, your supervisor's name and phone number, and presentation topic for the experience you listed in the previous question. If you have no experience presenting at a Public Outreach event, then indicate "N/A." Comments such as "see resume or application" will not be considered as a response. Please limit your response to 250 words or less.
- * 18. How many maps have you developed using Geographic Information Systems?
- 1 to 5
 - 6 to 10
 - 11 or more
 - I have not developed any maps using Geographic Information Systems
- * 19. To receive credit for the previous question, you must indicate your position title, employer, supervisor name and phone number, approximate dates of where you acquired the job experiences listed in the previous question. In addition, please include a brief description of your most significant or complex map. If you have no experience in an area of responsibility, then indicate "N/A." Comments such as "see resume or application" will not be considered as a response. Please limit your response to 250 words or less.

* Required Question