STRUCTURAL PEST CONTROL BOARD SPECIALIST OPEN EXAMINATION

TO: ALL OPERATORS AND FIELD REPRESENTATIVES

The Department of Consumer Affairs is conducting a Structural Pest Control Board Specialist Open Examination on behalf of the Structural Pest Control Board (Board).

The examination will be conducted in order to establish an eligible list of candidates. Once the list is established, if there is a Structural Pest Control Board Specialist vacancy, eligible candidates on the list will be contacted to determine if they are interested in applying for the position. Board Specialist positions are located throughout California.

Attached is an examination bulletin which describes, among other things, the duties, salary, and minimum requirements. If you are interested in applying for this examination, please complete a standard State Application (STD 678) and mail it, along with a copy of your current structural pest control license(s), to the address noted on the examination bulletin. Do not send the completed application to the Board. A standard State Application (STD 678) can be obtained at www.spb.ca.gov or at any local Employment Development Department office.

If you are successful in the examination, your name will be added to an eligible list of candidates. It is anticipated that this list will be used for hiring purposes for the next several years whenever a Board Specialist position becomes available.

If you have questions regarding this announcement, please contact the Department of Consumer Affairs, Selection Services and Recruitment Unit, at 916-574-8305.
The Department of Consumer Affairs provides equal employment opportunities to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

It is an objective of the State of California to achieve a drug-free work place. The use of illegal drugs is against state and federal laws, rules governing civil service and violates the special trust placed in public servants. Applicants for state employment are expected to be drug-free.

WHO MAY APPLY

Applicants who meet the minimum qualifications by the final filing date stated in this announcement may take this examination.

HOW TO APPLY

Please submit application (STD 678) and a COPY of required Structural Pest Control Board License to the address indicated below. **DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD.** The State Application is available by clicking on the following link:

- The State Examination Application (Std. 678)

Submit State Application (STD 678) to:

**MAIL TO:**
Department of Consumer Affairs
Attn: Selection Services (M. Cooper)
P.O. Box 980428
West Sacramento, CA 95798-0428

**HAND DELIVER TO:**
Department of Consumer Affairs
Attn: Selection Services (M. Cooper)
1625 North Market Blvd., 3rd Floor (North)
Sacramento, CA 95834

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, mark “yes” on Question #2 on the Examination and/or Employment Application. The Selection Services Unit will contact you to make special testing arrangements. Telecommunications Device for the Deaf (TDD) number is (916) 322-1700 or 1 (800) 735-2929.

FINAL FILE DATE

**December 15, 2009.** Application and a COPY of required Structural Pest Control Board License must be POSTMARKED no later than the final filing date. Applications postmarked, personally delivered, or delivered via interagency mail after the final filing date will not be accepted.

SALARY RANGE

$3585 - $4314 per month

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

All applicants must meet the education and/or experience requirements for this examination on the date they complete and submit their application to the address noted above.

**NOTE:** All applications must include: “to” and “from” dates (month/day/year); time base; and civil service class titles. Applications received without this information may be rejected. Resumes will not be accepted in lieu of a completed State Application, Form STD 678.

MINIMUM QUALIFICATIONS

Possession of a valid Structural Pest Control Board License in any branch. **AND**

Three years of experience in any one or a combination of the following.

1. Structural pest control work. **Or**
2. Construction work requiring a knowledge of carpentry. **Or**
3. Entomological inspection. (College education which has included at least six semester units in pest control operations, biology, chemistry or entomology may be substituted for up to two years of required experience on a year for year basis.)

ADDITIONAL DESIRABLE QUALIFICATIONS

Possession of a Branch III license issued by the Structural Pest Control Board

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION
SPECIAL PERSONAL CHARACTERISTICS

Physical ability and willingness to make inspections in confined building areas such as basements, attics and crawl spaces; and willingness to travel throughout the State.

POSITION DESCRIPTION

Under direction, to make inspections and perform regulatory activities concerned with the administrative and enforcement of the Structural Pest Control Act, and to do other related work. Physically inspect structural pest control companies and licensees’ activities to determine that they are in compliance with the Structural Pest Control Act; conducts field inquiries and inspections into complaints against structural pest control licensees; uncovers practices that may be fraudulent; cooperates with investigation and law enforcement personnel in developing cases in instances of suspected fraudulent activities; recommends appropriate disciplinary action when compliance cannot be achieved; performs pesticide enforcement inspections; audits records of pest control businesses on a periodic basis; performs applicator examination audits; and testifies as an expert witness at administrative hearings.

EXAMINATION INFORMATION

EDUCATION AND EXPERIENCE REVIEW WEIGHTED – 100%

This examination will consist of an Education and Experience Application evaluation only. The Application should include each candidate's education, work experience, knowledge, skills, abilities, and potential to effectively perform the functions relative to this classification.

EXAMINATION SCOPE

KNOWLEDGE OF:

1. The Structural Pest Control Act
2. Inspection techniques
3. Extermination methods
4. Repair work techniques and methods
5. Functions and jurisdiction of the Structural Pest Control Board and other agencies governing Structural Pest Control
6. Rules and Regulations of the Structural Pest Control Board
7. Construction methods, materials, and terminology
8. Structural pest control methods, materials, standards, and terminology
9. Entomology
10. Basic telephone and computer functions

ABILITY TO:

1. Interpret and apply the provisions of the Structural Pest Control Act
2. Interpret the Rules and Regulations of the Structural Pest Control Board
3. Interpret laws regulating the pest control and construction industries in California
4. Examine and verify structural pest control company records
5. Read and interpret structural pest control reports
6. Read and interpret construction plans and specifications
7. Testify as an expert witness in structural pest control
8. Gather, interpret, and analyze data gathered in the field
9. Prepare complete correspondence and reports in a clear and concise manner
10. Establish and maintain the confidence and cooperation of others
11. Act independently
12. Perform structural pest inspections of structures
13. Interview consumers, witnesses and licensees
14. Use step and extension ladder
15. Adhere to good time management
16. Drive for extended periods of time

ELIGIBLE LIST INFORMATION

An eligible list will be established for the Department of Consumer Affairs. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

VETERANS PREFERENCE POINTS

Veteran’s preference credit will be granted in this examination.

QUESTIONS?

If you have any questions concerning this announcement, please contact the Department of Consumer Affairs, Selection Services & Recruitment Unit, 1625 N. Market Street, Suite N 321, Sacramento, CA 95834, (916) 574-8305.
GENERAL INFORMATION

It is the candidate’s responsibility to contact the Department of Consumer Affairs’ Selection Services Unit at (916) 574-8370 three weeks after the final file date if a progress note is not received.

Applications are available at State Personnel Board offices, local Employment Development Department offices, the Department noted on the front of this bulletin and at www.spb.ca.gov.

If you meet the requirements to participate in this examination, your Application will be rated and given a score. All competitors who pass will be ranked according to their scores.

Employment lists: Employment lists are established by competitive examination and are used in the following order, regardless of list date: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, and 6) open. The oldest dated list will be used first. All lists will expire in one to four years unless otherwise stated on this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgement, and ability to work cooperatively with others. Competitors must be in a state of health consistent with the ability to perform the essential functions of the duties assigned to the class. A medical examination is required. In open examinations, investigation of employment records, personal history, and fingerprinting may be required.