



# CDTFA

CALIFORNIA DEPARTMENT OF  
TAX AND FEE ADMINISTRATION

## SENIOR FOREST PROPERTY APPRAISER EXAM CODE: 9EQ09

Department(s):	California Department of Tax and Fee Administration
Bulletin Release Date:	July 17, 2019
Final Filing Date:	Continuous Filing
Exam Type:	Open
Salary:	\$7,204.00 to \$8,950.00
Location(s):	State-wide

### EXAMINATION INFORMATION

Applications for this examination will be accepted and processed on a continuous basis.

This examination will consist of an evaluation of each candidate's experience and education. **Your score will be based solely on your application, resume, and any other relevant documentation that is submitted.**

### FILING INSTRUCTIONS

Final Filing Date: **Continuous Filing**

*To be considered for this examination, you must use the current application (STD. 678) with a revision date of 12/2017. Applications are available at [jobs.ca.gov](http://jobs.ca.gov)*

**State Applications -- Form STD. 678 (REV 12/2017) -- may be mailed to:**

**CALIFORNIA DEPARTMENT OF TAX AND FEE ADMINISTRATION  
EXAMINATION & RECRUITMENT SECTION  
450 N STREET, MIC: 17  
SACRAMENTO, CA 95814**

**Applications received cannot be returned pursuant to California Code of Regulations 174.**

Applications submitted by mail must be **POSTMARKED** to indicate the "Date of Processing," or personally delivered no later than the final filing date. Applications postmarked or personally delivered after the final filing date will not be accepted for any reason.

**You are advised not to send your application via interoffice or interagency mail as a date sent cannot be determined.**

Candidates are responsible for a timely submission of their application (and any other required documentation) and are encouraged to contact the Examination & Recruitment Section at [Exams@cdfa.ca.gov](mailto:Exams@cdfa.ca.gov) to verify receipt of their application before the final filing date.

All applications must include: the Exam Code and Classification Title(s)\*; "to" and "from" dates (month/day/year); time base and hours worked; civil service class title (not working title); and complete description of duties performed. **Any applications received without candidate signature or complete information will be rejected.**

## SELECTION PLAN

This examination will consist of an evaluation of each candidate's experience and education weighted 100%. To obtain placement on the eligible list, a minimum rating of 70% must be attained. Your score will be based solely on your completed application, resume, and any other relevant documentation provided.

**All applicants must submit your transcripts showing proof of graduation from college or university with a major in forestry (if applicable to qualify) and proof of license as a Professional Forester along with your Completed State Application to be considered for this examination.**

## ELIGIBLE LIST INFORMATION

A 12 month eligible list will be established for the California Department of Tax and Fee Administration. Names of successful competitors are merged onto the list in order of final scores, regardless of date. Eligibility automatically expires 12 months after it is established.

## REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

All applicants must meet the education and/or experience requirements as stated in the Minimum Qualifications section of this examination announcement at the time of application submission.

## MINIMUM QUALIFICATIONS

The following minimum qualification patterns come directly from the official classification specification, found at <https://jobs.ca.gov/CalHRPublic/Tools/ClassSalarySearch.aspx>

### **EDUCATION:**

Equivalent to graduation from college or university with a major in forestry. (Additional experience in technical forestry work or timber appraisal work may be substituted for the required education on a year-for-year basis.)

**AND**

### **EXPERIENCE:**

**Either I**

Two years of experience in the California state service performing the duties of an Associate Forest Property Appraiser.

**Or II**

1. Four years of experience in real property appraisal work in a local assessor's office, including or supplemented by at least two years of experience in work regularly involving the independent appraisal of large and complex forest and forest industry property.

**Or**

2. Four years of experience in the independent appraisal of large and complex forest and forest industry property.

**NOTE REGARDING EDUCATION:** If qualifying under a minimum qualifications pattern requiring education, applicants MUST ATTACH a copy of either their official OR unofficial college transcript(s) as proof of obtaining the required degree and/or completion of the required course work indicated. Applicants who do not submit a copy of their transcripts with their application will be eliminated from the examination. Transcripts must indicate applicant name, the name of the institution, and detailed information regarding any required coursework, including: course title; semester/quarter credits earned; name of institution; and completion dates. If a degree is required, transcripts submitted as proof must also show the date the degree was awarded/conferred. Applicants must provide official transcripts by time of hire before being considered eligible for appointment.

Applicants with foreign transcripts must provide a foreign transcript evaluation that indicates the number of units that foreign course work is equivalent to. The Department accepts foreign transcript evaluations that are completed by one of the agencies approved by the California Commission on Teachers Credentialing; approved agencies may be found on the Commission's website: [www.ctc.ca.gov](http://www.ctc.ca.gov).

## **POSITION DESCRIPTION**

This is the full supervisory level. Under general direction, incumbents have supervisory responsibility to direct and manage the activities of a field office with a staff of two to five professional staff performing economic studies, timber valuation, audit, and compliance activities in a specified geographical area; reviews appraisals for conformance with the Board of Equalization's Timber Yield Tax laws and regulations; meets with forest property owners and Board of Equalization's appraisal and audit staff involving disputed assessments and successfully recommends value determinations; conducts the post-harvest appraisals when discrepancies occur between the Board of Equalization's appraiser and forest property owner; participates as an advisor to the Statewide Timber Advisory Committee; and does other related work.

## **KNOWLEDGE AND ABILITIES**

Knowledge of: General appraisal methods, procedures, and terminology involved in valuation of forest properties; forest management principles and practices; forest harvesting methods; timber and forest property values and the effect of economic trends on values and price; real property appraisal methods, procedures, and terminology; provisions of timber yield tax laws and regulations administered by the State Board of Equalization; forest, range, and watershed management principles and practices; training principles and practices; organization of the State Board of Equalization, particularly the Property Taxes Program; methods, practices, and procedures followed in forest tax assessment work; principles, methods, and techniques of training and personnel management; principles of supervision; State Constitution and Revenue and Taxation Code pertaining to assessment of property for tax assessment and timber yield tax purposes; Board's Equal Employment Opportunity Program objectives; a manager's role in the Equal Employment Opportunity Program and the processes available to meet Equal Employment Opportunity objectives.

Ability to: Apply the required knowledge, assemble, and analyze information on timber and land values; survey, cruise, and appraise timber; interpret maps and property records and locate properties for appraisal; analyze data and draw sound conclusions, analyze situations accurately and take effective action; prepare clear, complete, and concise reports; communicate effectively; plan, organize, and direct the work of a staff engaged in forest appraisal and compliance activities; assemble and analyze appraisal data and apply it to a property tax equalization program; analyze existing appraisal and assessment systems and make recommendations for and assist in the installation of improvements; establish and maintain cooperative relations with local government, the private sector, and others; give presentations to governmental boards and other groups; develop the skills and abilities of subordinate staff; resolve supervisory problems; and effectively contribute to the Board's Equal Employment Opportunity objectives.

## **SPECIAL REQUIREMENTS**

### **LICENSE REQUIREMENT:**

Possession of a valid license as a Professional Forester issued by the California State Board of Forestry.

## CONTACT INFORMATION

If you have questions concerning this examination, or if you need reasonable accommodations, please contact the California Department of Tax and Fee Administration, Examination and Recruitment Section by email at [Exams@cdtfa.ca.gov](mailto:Exams@cdtfa.ca.gov).

## GENERAL INFORMATION

**EEO:** The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to 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.

**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.

**Drug Free Statement:** It is an objective of the state of California to achieve a drug-free state work place. 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.

**Reasonable Accommodations:** Candidates needing special testing arrangements due to a disability must mark the appropriate box on the application and/or contact the testing department.

**Notices:** For any examination, it is the candidate's responsibility to contact the Examination and Recruitment Section three weeks after the final filing date if notification has not been received.

**Competitive Examination:** Possession of the entrance requirement(s) does not assure a place on the eligible list. Your performance in the examination 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.

**Revision of Plan:** The California Department of Tax and Fee Administration reserves the right to revise the examination plan to better meet the needs of the department should any circumstances change during this examination administration. Such revision will be in accordance with civil service laws and rules.

**College Education:** The qualifications meeting the requirement "Equivalent to graduation from college" means satisfaction of the requirements for the bachelor's degree from an accredited, recognized institution of higher education. This means the applicant must show receipt of a bachelor's degree or a letter from the college or university stating the applicant has met all of the academic requirements for graduation. Acceptable college course work must be from an accredited, recognized institution approved by the California Superintendent of Public Instruction under the provisions of California Education Code Section 94712.

**Veterans' Preference:** Veteran's preference credits will be awarded for all open competitive examinations, pursuant to government code section 18973.1 and 18973.5, effective January 1, 2014, as follows: 1) Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for veteran's preference; 2) An entrance examination is defined, under the law, as any open competitive examination; 3) Veterans preference is not granted once a person achieves permanent civil service status.

The California Department of Human Resources (CalHR) has information on how to apply for Veterans' Preference on their website at [jobs.ca.gov](http://jobs.ca.gov) and on the Application for Veterans' Preference form (CalHR 1093). Additional information is also available at the Department of Veterans Affairs website at <https://www.calvet.ca.gov/>

**Deaf or Hard of Hearing:** TTY is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TTY Device. Calls may be placed using the California Relay Service: From TDD: (800) 735-2929; From Voice (800) 735-2922; From TTY: 711 (NATIONAL RELAY SERVICE)