PROGRAMMER II

DEPARTMENTAL PROMOTIONAL SPOT - SACRAMENTO

CUT-OFF DATE

Examination Applications (Form STD. 678) must be **POSTMARKED (U.S. MAIL)** no later than the cut-off date. Applications must have an original signature. Applications postmarked, personally delivered, faxed or received via interoffice mail after the final filing date will not be accepted for any reason.

WHO SHOULD APPLY

Applicants must have a permanent civil service appointment with the Department of Justice as of the cut-off date in order to take this examination.

HOW TO APPLY

Submit a State Application (STD 678) by mail or in-person to:

Mailing Address:
Department of Justice
Testing and Selection Unit
P.O. Box 944255
Sacramento, CA 94244-2550
Attn: Programmer II Exam

File in Person:
Department of Justice
Testing and Selection Unit
1300 "I" Street, 7th Floor
Sacramento, CA 95814
Attn: Programmer II Exam

DO NOT SUBMIT APPLICATIONS TO THE "I" STREET MAIL ROOM, THE 11TH FLOOR RECEPTIONIST, THE STATE PERSONNEL BOARD OR VIA INTERAGENCY MAIL.

CONTINUOUS FILING

Applications (Form 678) will be accepted continuously. You may also call (916) 324-5039 to receive examination information prior to the next Cut-off Date or inquire Via Internet: www.ag.ca.gov **THE TESTING PERIOD FOR THIS CLASSIFICATION IS 12 MONTHS. YOU MAY NOT TEST FOR THIS CLASSIFICATION MORE THAN ONCE IN A TESTING PERIOD. IF YOU HAVE TAKEN AN EXAMINATION FOR THIS CLASSIFICATION WITH THE DEPARTMENT OF JUSTICE WITHIN THE LAST 12 MONTHS, YOU ARE NOT ELIGIBLE TO COMPETE IN THIS EXAMINATION.**

POSITIONS

Positions exist in Sacramento **ONLY**.

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, mark the appropriate box in the "Application for Examination." You will be contacted to make specific arrangements.

SALARY

$3,768 - $4,581

ELIGIBLE LIST INFORMATION

A Departmental Promotional eligible list will be established for the Department of Justice. 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.

MINIMUM QUALIFICATIONS	Unless otherwise stated, experience applicable to one of the following patterns may be combined on a proportional basis with experience applicable to other patterns to meet the total experience requirement.

Either I

EXPERIENCE: One year of experience in the California state service performing duties comparable to a Programmer I (Range B).

Or II

One year of progressively responsible experience in information technology systems study, design, and programming that included responsibility on an information technology system project for analyzing operational methods and developing computer programs to meet desired results, including, under supervision, planning and developing programs performing information technology systems analysis and systems programming.

Or III

EDUCATION: Completion of at least 60 semester units or 90 quarter units at a recognized college or university, of which 12 semester or 18 quarter units are comprised of information technology coursework.

Or IV

Successful completion of a recognized programmer apprenticeship program including programming courses with related laboratory work.

NOTE: Applicants **MUST** provide a copy of their college transcripts, stating that the applicant has met all of the academic requirements for graduation is the only evidence that is acceptable. Transcripts **must be received** by the final filing date (cut-off date).

SPECIAL PERSONAL CHARACTERISTICS	Willingness to do detailed work requiring a high degree of mental concentration; a demonstrated capacity for development as evidenced by work history, academic attainment, or well-defined occupational or avocational interests; and willingness and ability to accept increasing responsibility.
THE POSITION	Under general direction, to plan and develop programs to be processed by information technology system equipment; under supervision, to perform systems analysis or systems programming (software) work; and to do other related work. The class of Programmer II is the journey level programming class. Incumbents are assigned duties and responsibilities commensurate with their background and training.
EXAMINATION INFORMATION	

QUALIFICATIONS APPRAISAL INTERVIEW - WEIGHTED 100.00%

This examination will consist of a Qualifications Appraisal Interview. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be obtained in the exam. **Competitors who do not appear for the interview will be disqualified.**

If conditions warrant, this examination may utilize an evaluation of each candidate's experience and education compared to a standard developed from the specification. For this reason, it is especially important that each competitor take special care in accuracy filling out his or her application. List all experience relevant to the "Minimum Qualifications" shown on the examination bulletin, even if that experience goes beyond the seven year limited printed on the application. In order to obtain a portion on the eligible list, a minimum rating of 70.00% must be obtained.

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EXAMINATION SCOPE	In addition to evaluating the competitor's relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor's:

Knowledge of: Terms and concepts used in information systems technology.

Ability to:
1. Reason logically and creatively.
2. Develop information technology system routines.
3. Analyze data and draw logical conclusions.
4. Communicate effectively.
5. Prepare effective reports.
6. Work cooperatively with others and gain their respect and confidence.

VETERANS PREFERENCE CREDITS	Veterans Preference Credits are not granted in promotional examinations.
CAREER CREDITS	Career Credits are not be granted in promotional examinations.

GENERAL INFORMATION

The Department of Justice 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 laws and rules and all candidates will be notified.

It Is the Candidate's Responsibility to contact the Department of Justice, (916) 324-5054, TDD (916) 952-8396 three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature it is the candidate's responsibility to contact the Department of Justice, (916) 324-5054, TDD (916) 952-8396 three weeks after the final filing date if he/she 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, he/she will be rescheduled upon written request.

Applications are available at the Department of Justice Offices (www.ag.ca.gov), State Personnel Board Offices (www.spb.ca.gov), and local Offices of the Employment Development Department (www.edd.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.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

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) servicewide promotional, 5) departmental open, 6) open. 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.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the Information Counter of State Personnel Board offices.

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 his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her 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 Education Development (GED) Test; 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.
If hearing impaired, call the California Relay Service.

1-800-735-2929 (From TDD Phone)
1-800-735-2922 (From Voice Phone)
TDD is Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device.

DEPARTMENT OF JUSTICE
TESTING AND SELECTION UNIT
P. O. BOX 944255
SACRAMENTO, CA 94244-2550
(916) 324-5039