

ASSOCIATE PERSONNEL ANALYST

DEPARTMENTAL PROMOTIONAL SPOT - SACRAMENTO

CONTINUOUS FILING



State of California
DEPARTMENT
OF
JUSTICE
P. O. Box 944255
Sacramento, CA 94244-2550

CALIFORNIA STATE GOVERNMENT ○ AN EQUAL OPPORTUNITY 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 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.

EXAMINATION TYPE **CONTINUOUS FILING** - Applications (form STD. 678) will be *continuously accepted*.

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

WHO SHOULD APPLY Persons who meet the minimum qualifications, as stated on this bulletin, by the written essay test date. Applicants must have a permanent civil service appointment with the Department of Justice as of the written test day. Employees who have a limited-term appointment in the department for which the examination is being given are allowed to participate in departmental promotional examinations in the department provided they have had a permanent appointment and no subsequent break in service.

HOW TO APPLY Applications are available at the Department of Justice Offices, www.ag.ca.gov and may be filed in person or by mail with:

Mailing Address:
Department of Justice
Testing & Selection Office
P.O. Box 944255
Sacramento, CA 94244-2550

File in Person:
Department of Justice
Testing & Selection Office
1300 "I" Street, 7th Floor
Sacramento, CA 95814

DO NOT SUBMIT APPLICATIONS TO THE "I" STREET MAILROOM, THE 11TH FLOOR RECEPTIONIST, OR THE STATE PERSONNEL BOARD.

SPECIAL TESTING ARRANGEMENTS If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Application for Examination." You will be contacted to make specific arrangements.

EXAMINATION LOCATION The examination will be administered in Sacramento.

SALARY RANGE \$3915 - \$4759

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**ELIGIBLE LIST
INFORMATION**

A departmental 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. Positions exist in Sacramento.

**REQUIREMENTS FOR
ADMITTANCE TO THE
EXAMINATION**

All applicants must meet the education and/or experience requirement for this examination by the date of the written essay (July 16, 2003). Experience applicable to one of the following patterns may be combined on a proportional basis with experience applicable to the other patterns to meet the total experience requirements, provided that the combined qualifying experience totals at least 30 months. Education **may not** be used to reduce this 30-month limit.

**MINIMUM
QUALIFICATIONS**

Experience applicable to one of the following patterns may be combined on a proportional basis with experience applicable to the other pattern to meet the total experience requirements, provided that the combined qualifying experience totals at least 30 months. Education may not be used to reduce this 30-months limit.

EITHER I

In the California state service, one year of experience performing the duties of a Staff Services Analyst, (Range C). (Persons applying experience toward this pattern must have had a full-time assignment in California state service performing technical personnel work.)

OR II

Experience: Either

1. Three years of progressively responsible experience in technical personnel work, at least one year of which shall have been with independent responsibility for analyzing and recommending decisions on difficult personnel problems; or
2. Three years of progressively responsible technical experience in administrative or budget analysis, socioeconomic research or some other field which has developed a broad and comprehensive knowledge of personnel management.

(One year of graduate work in public or business administration, personnel industrial relations, psychology, law, political science or a related field may be substituted for six months of the required experience in Pattern II. Experience in California state service applied toward this pattern must include one year of experience performing duties comparable in level of responsibility to those of a Staff Services Analyst, (Range C.)

And

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for a maximum of four years of the required education on a year-for-year basis.)

(In appraising experience, more weight will be given to the breadth of pertinent experience, and to evidence of the candidate's ability to accept and fulfill increasing responsibilities in personnel work than to the length of his/her experience.)

(Promotional candidates who are within six months of satisfying the experience requirement for this class will be admitted to the examination, but they must fully meet the experience requirement before being eligible for appointment.)

CONTINUE TO THE NEXT PAGE

THE POSITION

The Associate Personnel Analyst performs the more responsible, varied and complex technical work in the areas of Classification & Pay, Testing & Selection/Recruitment, and Risk Management. In addition, acts as a lead person for other staff personnel.

EXAMINATION INFORMATION

The examination will consist of a pass/fail written essay test and a Qualifications Appraisal Interview.

The written essay test will cover:

1. Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
2. Skill to communicate effectively in writing in a courteous, professional manner with a variety of individuals taking into consideration the needs of the audience.
3. Critical thinking skill.

WRITTEN ESSAY TEST - PASS/FAIL

Candidates who are successful in the written essay test will be scheduled to appear for a Qualifications Appraisal Interview (QAP) which will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in the QAP.

QUALIFICATIONS APPRAISAL INTERVIEW - WEIGHTED 100%

SCOPE

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

Knowledge of:

1. Applying principles and practices of public personnel management.
2. Classification and pay principles used in analyzing and describing positions, establishing proper salary levels, and conducting classifications and pay surveys.
3. Employee relations and performance evaluation.
4. Test construction and source of test materials.
5. Principles, practices, and trends of public administration, and organization and management.

Skill in:

1. Applying principles and practices of public personnel management.

Ability to:

1. Perform research in various personnel fields.
 2. Interpret and apply laws, rules, standards, and procedures.
 3. Develop and administer training programs.
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ASSOCIATE PERSONNEL ANALYST

Page 4 of 5

SCOPE (cont.)

4. Analyze and solve difficult technical personnel problems.
 5. Maintain the confidence and cooperation of others.
 6. Analyze data and present ideas and information effectively.
 7. Train and/or lead less experienced staff.
 8. Assume and demonstrate independent responsibility for decisions and actions having broad implications on various aspects of personnel management.
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**VETERANS
PREFERENCE
CREDITS**

Veterans Preference Credits will not be granted in this examination.

CAREER CREDITS

Career Credits will not be granted in this examination.

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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) 324-5039, for an examination without a written feature, it is the candidate's responsibility to contact the Department of Justice (916) 324-5039, three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of written exercise or structured oral interview fails to reach him/her prior to the day of the examination components due to a verified postal error, he/she will be rescheduled upon written request.

Applications (Form 678) are available at Department of Justice offices, State Personnel Board offices, and local offices of the Employment Development Department and the Department of Justice internet site <http://caag.state.ca.us/> or State Personal Board internet site <http://www.spb.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: The written exercise and the structured oral interviews may be administered in Sacramento and Los Angeles, unless the needs of the Department warrant a change.

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) service wide promotional, 5) departmental open, and 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.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgement, 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.

Veteran Preference: California law allows granting of Veterans Preference Credits in open entrance examinations and open non-promotional exams. Credit in open entrance examinations is granted as follows: 10 points for veterans, widows or widowers of veterans, and spouses of 100% disabled veterans; and 15 points for disabled veterans. Credit in open NonPromotional examinations is granted as follows: Five (5) points for veterans; and 10 points for disabled veterans. Directions for applying for veterans preference points are on the Veterans Preference Application (Form 1093) which is available from State Personnel Board Offices, Written Test Proctors, and the Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001.

Career Credit: In Open, NonPromotional examinations, career credit is granted to: (1) State employees with permanent civil services status, (2) full-time employees of the State who are exempt from State civil services pursuant to the provisions of Section 4 of Article VII of the California Constitution, meet all qualification requirements specified by the Board and have 12 consecutive months of services in an exempt position, and (3) members of the California Conservation Corps who have served one full year or are graduates of the California Conservation Corps (Eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who pass the examination. Such examinations cannot be for managerial positions described in Government Code Section 3513. Competitors not currently employed in State civil service who have mandatory reinstatement rights may be eligible for career credits, but they must explain their civil service status in the appropriate section on the Application (Form 678 or 679).

High School Equivalence; Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) 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 year-for-year basis.

California Relay (Telephone) Service for the Deaf or Hearing Impaired:

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 phones equipped with a TDD Device.

DEPARTMENT OF JUSTICE
TESTING AND SELECTION OFFICE
P.O. BOX 944255
1300 "I" STREET
SACRAMENTO, CA 94244-2550
(916) 324-5039