



# SENIOR PERSONNEL SPECIALIST

## DEPARTMENTAL PROMOTIONAL

### SPOT - SACRAMENTO

## FINAL FILING DATE: JANUARY 24, 2014

OFFERING 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.

#### DEPARTMENTAL PROMOTIONAL SPOT FOR

#### SACRAMENTO

#### WHO SHOULD APPLY

Candidates may only establish eligibility in this location.

This is a promotional examination for the California Conservation Corps (CCC). Applicants **must either**:

1. Have a permanent civil service appointment with CCC by the final filing date; **or**
2. Be a current or former employee of the Legislature for two or more years as defined in Government Code 18990; **or**
3. Be a current or former non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code 18992; **or**
4. Be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code 18991.

#### HOW TO APPLY

Submit a standard state application (STD 678) to the address below by **January 24, 2014**, the final filing date. Applications postmarked, personally delivered, or received via interoffice mail after the final filing date will not be accepted. **FAXED OR E-MAILED APPLICATIONS WILL ALSO NOT BE ACCEPTED.** Please indicate **Senior Personnel Specialist** on the application.

#### FILE BY MAIL OR IN PERSON:

**CALIFORNIA CONSERVATION CORPS**  
1719 24<sup>TH</sup> STREET  
SACRAMENTO, CA 95816  
ATTN: EXAM UNIT

**SUBMIT APPLICATIONS ONLY TO THE ADDRESS INDICATED ABOVE. DO NOT SEND APPLICATIONS TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES (CALHR) {FORMERLY THE STATE PERSONNEL BOARD (SPB)} OR TO ANY CCC CENTER.** Applications may be obtained at <http://www.jobs.ca.gov/>, [www.ccc.ca.gov](http://www.ccc.ca.gov/), any Employment Development Department office, or at California Conservation Corps Centers.

#### REASONABLE ACCOMMODATION

If you have a disability and need special testing arrangements or other reasonable accommodations, mark the appropriate box for Question #2 on the standard state application. You will be contacted in advance to make specific arrangements. If you have not been contacted prior to receiving a notice to appear for the examination, please contact the Exam Unit at (916) 341-3140. TDD users may contact the California Relay Service TDD line at 1-800-735-2929, Voice line at 1-800-735-2922.

#### SALARY RANGE PER MONTH

**Minimum \$3658                      Maximum \$4579**

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#### REQUIRED IDENTIFICATION

Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

#### POSITIONS

Positions exist with the California Conservation Corps at Headquarters in Sacramento only.

#### REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

**NOTE:** All applicants must meet the education and/or experience requirements for this examination by the final filing date. Your signature on your application indicates that you have read, understand, and possess the minimum qualifications required.

All applications/resumes must include: "to" and "from" dates (month/day/year), time base, civil service or private sector titles, and the duties performed. **Applications/resumes received without this information may be rejected.**

#### MINIMUM QUALIFICATIONS

One year of experience in the California state service performing the duties of a Personnel Specialist, Range D, or a Personnel Services Specialist II.

#### THE POSITION

This is the expert journey level of the series. Under general direction, incumbents serve as the expert staff resource responsible for the most difficult and complex personnel/payroll issues. As a "staff specialist," researches critical personnel problems and recommends alternative solutions; develops and maintains specialized training programs; reviews various control agency letters, memos, and bargaining contract provisions, and develops/revises internal procedures as necessary; prepares management reports, spreadsheets, and charts; drafts correspondence; functions as a team member on personnel-related projects; is a coordinator for a variety of personnel/payroll programs, e.g., FMLA; and may act in a lead role (training, workload, etc.) over lower-level staff.

#### EXAMINATION INFORMATION

This examination will consist of an evaluation of each candidate's experience and education compared to a standard developed from the class specification. **For this reason, it is especially important that each candidate take special care to accurately complete the application.** List all experience relevant to the "Minimum Qualifications" shown on this announcement, even if that experience goes beyond the seven-year limit printed on the applications.

In order to obtain a position on the eligible list, a minimum rating of 70% must be attained.

**EXAMINATION  
SCOPE**

**Education & Experience – Weighted 100%**

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

**A. Knowledge of:**

1. Current office methods, procedures, equipment, and basic math principles.
2. Laws, rules, regulations, and bargaining contract provisions affecting personnel record keeping, personnel transactions, payroll, and certification processes used in State departments.

**B. Ability to:**

1. Think logically, multitask, and apply laws, rules, regulations, and bargaining contract provisions concerning personnel transactions.
2. Independently interpret and use reference material.
3. Give and follow directions.
4. Gather data.
5. Design and prepare tables, spreadsheets, and charts.
6. Advise employees of their rights.
7. Consult with supervisors on alternative actions which they may take on various transaction situations.
8. Communicate effectively.
9. Operate a computer keyboard/terminal.
10. Establish and maintain cooperative working relations with those contacted during the course of the work.
11. Organize and prioritize work.
12. Create/draft correspondence.
13. Maintain personnel records.
14. Represent the department on intra/interdepartmental teams.
15. Coordinate a variety of personnel/payroll transactions.
16. Research critical transactions and recommend alternative solutions.

**ADDITIONAL  
DESIRABLE  
QUALIFICATIONS**

Familiarity with automated systems.

**ELIGIBLE LIST  
INFORMATION**

The resulting eligible list will be used by the California Conservation Corps to fill vacancies in **Sacramento** only. 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.

**CAREER CREDITS  
AND VETERANS'  
PREFERENCE**

Career credits and veterans' preference are not granted in promotional examinations.

**QUESTIONS**

If you have questions about this exam, please contact Donna Pyevach, the Exam Analyst, at (916) 341-3140.

**GENERAL INFORMATION**

For an examination without a written feature, it is the candidate's responsibility to contact the California Conservation Corps Examination Unit in **Sacramento at (916) 341-3140**, three weeks after the cut-off/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.

**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. Locations of interviews may be limited or extended as conditions warrant.

**Applications are available** at any Employment Development Department office, at [www.jobs.ca.gov](http://www.jobs.ca.gov), or at [www.ccc.ca.gov](http://www.ccc.ca.gov) on the Internet.

If you meet the requirements stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination will be rated against a predetermined job-related rating scale, and all candidates who pass the examination will be ranked on the eligible list according to their scores.

The California Conservation Corps 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.

**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) multidepartmental 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 one to four years unless otherwise stated on this bulletin.

**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.

**Career Credits:** In open, non-promotional examinations, career credits are granted to: 1) state employees with permanent civil service status; 2) full-time employees of the State who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirements specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in, 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 are successful in the examination.

**Veterans' Preference:** California law allows granting of Veterans' Preference points in open entrance examinations and open, non-promotional exams. Credit is granted as follows: 15 points for disabled veterans; and 10 points for all other veterans (including widows or widowers of veterans, and spouses of 100% disabled veterans). Directions for applying for veterans' preference points are on the veterans' preference application (Form 1093) which is available from the California Human Resources website at [www.calhr.ca.gov](http://www.calhr.ca.gov); written test proctors, and the Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001.

**High School Equivalence:** Equivalence to completion of the 12<sup>th</sup> 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) 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.

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.