



## PROMOTIONAL EXAMINATION FOR CALIFORNIA STATE EMPLOYEES

### ASSOCIATE BUSINESS MANAGEMENT ANALYST

DEPARTMENTAL PROMOTIONAL FOR:  
CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

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.

<b>POSITIONS EXIST</b>	<b>In Sacramento</b>
<b>WHO SHOULD APPLY</b>	<b>Competition limited to State Employees only.</b> Applicants must have a permanent civil service appointment with the Department listed above as of the final file date, in order to take this examination. <b>(See General Information, Promotional Examinations Only, for exceptions to this requirement.)</b>
<b>HOW TO APPLY</b>	Applications (STD 678) are available and may be filed in person with the California Department of Social Services, Personnel Bureau, Examination Unit, 744 P Street, Sacramento, CA 95814, or mailed to California Department of Social Services, Personnel Bureau, Examination Unit, P.O. Box 944243, Sacramento, CA 94244-2430. <b>Please indicate examination title on your application. Applications received without an exam title will not be accepted and will be returned to the sender. DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD.</b>
<b>APPLICATION DEADLINE</b>	<b>FINAL FILE DATE: JULY 11, 2008</b> Applications (STD 678) must be <b>POSTMARKED</b> no later than the final file date. <b>Applications postmarked, personally delivered or received via interoffice mail after the final file date will not be accepted for any reason.</b>
<b>SPECIAL TESTING ARRANGEMENTS</b>	If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.
<b>SALARY RANGE</b>	<b>\$4400 - \$5348</b>
<b>PROMOTIONAL READINESS EVALUATION</b>	<b>The entire examination will consist of a Promotional Readiness Evaluation (PRE). The PRE will be sent to each competitor upon review and acceptance of the State application (STD Form 678). It is anticipated that the PRE will be mailed out in August.</b>
<b>POSITION DESCRIPTION</b>	Under direction, the Associate Business Management Analyst performs independently the more difficult, responsible and complex technical and analytical work in the business and administrative services area; act as leadperson for lower level business services staff; and do other work as required.

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

**ASSOCIATE BUSINESS MANAGEMENT ANALYST**  
**KK40 - 4742**

**FINAL FILE DATE: JULY 11, 2008**  
**EXAM CODE: 8BP08**

**REQUIREMENTS  
FOR ADMITTANCE  
TO THE  
EXAMINATION**

**NOTE:** It is your responsibility to make sure you meet the minimum qualifications for this examination by the final file date. Your signature on your application indicates that you have read, understood, and possess the basic qualifications required.

Qualifying experience may be combined on a proportionate basis. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

**MINIMUM  
QUALIFICATIONS****Either I**

Six months of experience performing the duties of a Business Service Officer II (Specialist or Supervisor).

**Or II**

One year of experience performing the duties of (1) a Staff Services Analyst, Range C, or (2) a Business Service Officer I (Specialist or Supervisor). (Persons applying experience toward this pattern must have had a full-time assignment in California state service performing technical business services work.)

**Or III**

Three years of progressively responsible analytical experience above the Trainee level in business or administrative services, budget, or management systems analysis, one year of which shall have included responsibility for conducting detailed analysis requiring the preparation and submission of findings with recommendations. (Experience in the California state service applied toward this requirement must include one year performing analytical duties of a class comparable in level of responsibility to that of Staff Services Analyst, Range C.)

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

**EXAMINATION  
INFORMATION**

This examination will consist of a Promotional Readiness Evaluation (PRE) written report only. All candidates will be required to complete the PRE which will be mailed to each candidate upon review of his/her application Form 678. The PRE must be returned in order for the candidate to remain in the examination process.

The PRE written report is a self-assessment of recent job achievements in specific areas which demonstrate each competitor's readiness for promotion. Supervisors will provide comments and an overall rating for each competitor. A second level review of the supervisor's evaluation will also be required.

The information on the PRE will be evaluated competitively by an Organizational Review Committee (ORC) using preestablished rating criteria.

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

**PROMOTIONAL READINESS EVALUATION (PRE) - WEIGHTED 100%****Scope:****A. Knowledge of:**

1. Analysis methods.
2. Principles and practices of governmental budgeting.
3. Principles of public and business administration.
4. Principles of organization and management.
5. Principles and practices of policy formulation, property acquisition and management, contract administration, specification writing, financial record keeping, office layout, purchasing, building management, and personnel management and supervision.

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**EXAMINATION  
INFORMATION  
(cont)****B. Ability to:**

1. Analyze situations and problems accurately and take effective course of action.
2. Establish and maintain effective working relations with those contacted in the course of the work.
3. Communicate effectively.
4. Interpret and apply laws, rules, standards, and procedures.
5. Successfully negotiate agreements.
6. Estimate future needs and cost of equipment, supplies and services, and prepare budgetary data on such needs.
7. Plan and direct the work of others.

**ELIGIBLE LIST  
INFORMATION**

A departmental promotional eligible list will be established for the Department listed. 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**

Veterans preference credit is not granted in promotional examinations.

**GENERAL INFORMATION**

**Americans with Disabilities Act, Title II:** The California Department of Social Services (CDSS) is committed to a strong policy of equal employment opportunity. To this end, CDSS does not discriminate against or exclude any person from participating in the employment process, advancement, benefits of employment, or in the admission and access to programs or activities administered by CDSS on the basis of: race; color; national origin; ancestry; religion; creed; sex; marital status; sexual orientation; pregnancy; age; veteran status; political affiliation; or disability (including AIDS) as required by Title II of the Americans with Disabilities Act (ADA). Reasonable accommodations for qualified individuals with disabilities will be made available upon request.

**It is the candidate's responsibility** to contact the California Department of Social Services 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 California Department of Social Services, Personnel Bureau, at (916) 657-1762 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 State Personnel Board offices, local offices of the Employment Development Department and the Department noted on the bulletin.

**If you meet the requirements** stated on the bulletin, 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 this 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.

**The California Department of Social Services and the State Personnel Board** reserve 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 competitors will be notified.

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## GENERAL INFORMATION (CONTINUED)

**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, oral interviews are scheduled in Sacramento, Oakland, 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) 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 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 (*i.e., former Department employees or current employees on TAU, T&D, and LT status*) 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 State Personnel Board offices.

**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.

**Criminal Record Clearance Information:** Some positions, within various divisions of the California Department of Social Services, are subject to fingerprinting and criminal records check requirements. This check will be completed by the Department of Justice. Applicants will be notified during the hiring process if the position is affected by the criminal records clearance procedure. Criminal record clearance is a condition of employment in positions affected by this procedure.

**Interview Scope:** If an interview is conducted, in addition to the scope described on the 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 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.

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## CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

P. O. BOX 944243

SACRAMENTO, CA 94244-2430

If deaf or hearing impaired, call the California Relay Service - From TDD phones: 1-800-735-2929  
From voice phones: 1-800-735-2922

TTY telephone number: Sacramento (916) 653-5457

TTY is telecommunications typewriter and is reachable only from phones equipped with a TTY/TDD Device.