



## PROMOTIONAL EXAMINATION FOR CALIFORNIA STATE EMPLOYEES PERSONNEL SUPERVISOR I

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.

### POSITIONS EXIST

Sacramento

### WHO SHOULD APPLY

This is a departmental promotional examination for the Department of Social Services.

1. Applicants must have a permanent civil service appointment with the Department of Social Services as of the final filing date, in order to participate in this examination; or
2. Must be a current or former employee of the Legislature for two or more years as defined in Government Code Section 18890; or
3. Must be a current or former non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code Section 18992; or
4. Must 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 Section 18991.

If applicable, submit a copy of the DD214 or other official discharge documents.

### HOW TO APPLY

Applications (STD 678) are available and may be filed in person with the California Department of Social Services, Personnel Bureau, Exam Unit, 744 P Street, Sacramento, CA 95814, or applications may be mailed to California Department of Social Services, Personnel Bureau, Exam Unit, P.O. Box 944243, Sacramento, CA 94244-2430. **Please indicate the examination title on your application. Applications without an examination title will not be accepted and the application will be returned to sender. DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD.**

### CROSS FILE - TWO CLASSES

If you meet the entrance requirements for this classification and for the **Senior Personnel Specialist**, which has the same final filing date, you may file for both examinations on the same application.

### APPLICATION DEADLINE

**FINAL FILE DATE: SEPTEMBER 23, 2009**

Applications (STD 678) must be POSTMARKED no later than the final file date. **Applications postmarked, personally delivered, or received via interoffice mail after the final file date will not be accepted for any reason.**

### SPECIAL TESTING ARRANGEMENTS

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.

### REQUIRED IDENTIFICATIONS

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

### SALARY RANGES

\$3658 - \$4446 per month

### QUALIFICATIONS APPRAISAL INTERVIEW

It is anticipated that interviews will be held during October/November 2009. Interviews will be scheduled in Sacramento only.

SEE NEXT PAGE FOR ADDITIONAL INFORMATION

PERSONNEL SUPERVISOR I  
KY30 - 1304

FINAL FILE DATE: **SEPTEMBER 23, 2009**  
EXAM CODE: **9BP7401**

<b>ELIGIBLE LIST INFORMATION</b>	A departmental promotional eligible list will be established for the California Department of Social Services. 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.
<b>REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION</b>	NOTE: It is your responsibility to make sure you meet the minimum qualification requirements 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.
<b>MINIMUM QUALIFICATIONS</b>	One year of experience in the California state service performing the duties of a Personnel Specialist, Range D, Senior Personnel Specialist, or Personnel Services Supervisor I.
<b>POSITION DESCRIPTION</b>	This is the first supervisory level in the series and incumbents are responsible for one or more personnel transactions programs. Under general supervision, incumbents supervise a staff of Personnel Specialists performing personnel/payroll transactions functions. Incumbents develop and provide training and technical assistance to internal and departmental staff.
<b>EXAMINATION INFORMATION</b>	This examination will consist of a Qualifications Appraisal Interview. This interview will consist of a number of predetermined patterned job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in the interview. <b>COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.</b>

### QUALIFICATIONS APPRAISAL INTERVIEW - WEIGHTED 100%

#### Scope

#### A. Knowledge of:

1. Advanced knowledge of current office methods, procedures, and equipment (e.g., information disclosure, customer service, 10-key calculator, computer hardware and software, etc.) to ensure the efficient operation of personnel/payroll services.
2. Advanced knowledge of laws, rules, regulations, policies, procedures, bargaining unit contracts and Memoranda of Understanding (MOU) affecting personnel record keeping, personnel transactions, attendance, payroll, and certification processes used in state departments.
3. Basic knowledge of laws, rules, and regulations and bargaining unit contracts regarding personnel record keeping in State departments in order to ensure that documents are retained for the proper period of time.
4. Advanced knowledge of laws, rules, and regulations and bargaining unit contracts regarding attendance documentation within state service.
5. Advanced knowledge of laws, rules, and regulations and bargaining unit contracts regarding appointments and separations (including CEA and exempt) to state service.
6. Advanced knowledge of laws, rules, and regulations and bargaining unit contracts regarding salary determinations for state employees.
7. Advanced knowledge of laws, rules, and regulations and bargaining unit contracts regarding positive and negative payroll (including deductions, accounts receivable, and pay warrants) used in state departments in order to ensure correct and timely payment of wages.
8. Intermediate knowledge of laws, rules, and regulations and bargaining unit contracts regarding leaves (e.g., FMLA, NDI, leaves of absence, etc.) for state employees.
9. A supervisor's role in the EEO Program and the processes available to meet EEO objectives.

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**EXAMINATION  
SCOPE  
(CONTINUED)**

**B. Skill to:**

1. Organize and prioritize work to effectively manage workload and to comply with mandated policies and deadlines.
2. Maintain personnel/payroll documents (e.g., disability files, Family Medical Leave Act (FMLA), garnishments, etc.) to ensure conformity, consistency, and compliance with laws, rules, regulations, policies, procedures, etc.
3. Research and analyze various personnel/payroll matters to recommend alternative solutions and/or take appropriate course of action.
4. Work cooperatively and productively as a member of a team in order to achieve work goals.
5. Perform simple mathematical calculations such as addition, subtraction, multiplication, and division, using a calculator when necessary, to determine or verify mathematical figures (e.g., personnel/payroll calculations).
6. Conduct research by locating the appropriate references and/or communicating with colleagues, and ensuring that the information is current/updated.
7. Independently interpret and apply laws, rules, regulations, and bargaining contract provisions concerning personnel transactions to ensure conformity, consistency, and compliance.
8. Prioritize matters in order of importance in order to work more effectively and meet deadlines.
9. Effectively contribute to the Department's equal employment opportunity objectives.

**C. Ability to:**

1. Multitask to effectively manage workload and to comply with mandated policies and deadlines.
2. Operate a personal computer to access/retrieve information and produce personnel/payroll related documents.
3. Effectively perform job tasks during stressful working conditions (e.g., tight deadlines, heavy workload).
4. Attend to details in order to perform work in an accurate and thorough manner.
5. Successfully complete multiple projects simultaneously (i.e., multitask) to effectively manage workload and to comply with mandated policies and deadlines.
6. Think logically in order to take appropriate action.
7. Provide on-the-job training to subordinate staff relating to job functions.

Greater emphasis is placed in supervisory and program administration skills at each higher level in this class series.

**VETERANS  
PREFERENCE**

Veterans preference credit will not be granted in this examination.

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**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.

**(CONTINUED ON NEXT PAGE)**

## GENERAL INFORMATION (CONTINUED)

**Applications** are available at State Personnel Board offices, local offices of the Employment Development Department and the Department noted on the front.

**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 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.

**The California Department of Social Services and State Personnel Board** 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 competitors 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 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 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 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.