



## PROMOTIONAL EXAMINATION FOR CALIFORNIA STATE EMPLOYEES

### SENIOR ACCOUNTING OFFICER (SUPERVISOR)

#### 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 ONLY

#### 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.

#### HOW TO APPLY

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 the California Department of Social Services, Personnel Bureau, Examination Unit, P.O. Box 944243, Sacramento, CA 94244-2430. Please indicate examination title on your application. Applications received without an exam title will not be accepted and returned to the sender. **DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD.**

#### APPLICATION DEADLINE

#### FINAL FILING DATE: AUGUST 27, 2009

Applications (STD 678) must be **P O S T M A R K E D** no later than the final filing date. Applications postmarked, personally delivered or received via interoffice mail after the final filing 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 IDENTIFICATION

**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 RANGE

**\$4622 - \$5576 per month**

#### QUALIFICATION APPRAISAL INTERVIEW

It is anticipated that interviews will be held in October/November. Ordinarily, these are scheduled in Sacramento. However, locations of interviews may be changed as conditions warrant.

SEE NEXT PAGE FOR ADDITIONAL INFORMATION

SENIOR ACCOUNTING OFFICER (SUPERVISOR)  
JL20 - 4569

FINAL FILING DATE: AUGUST 27, 2009  
EXAM CODE: 9BP7502

**CROSS-FILE** You may submit one application if you meet the entrance requirements for this class and for Senior Accounting Officer (Specialist)

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**SPECIAL PERSONAL CHARACTERISTICS** Ability to qualify for a fidelity bond.

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**ELIGIBLE LIST INFORMATION** A departmental promotional eligible list will be established for the Department listed above. 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.

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**REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION** **NOTE: IT IS YOUR RESPONSIBILITY TO MAKE SURE YOU 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, 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.**

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**MINIMUM QUALIFICATIONS**

**Either I**

One year of experience in the California state service performing the duties of a professional accounting class equivalent in level to Accounting Officer (Supervisor) or Accounting Officer (Specialist).

**Or II**

**Experience:** Three years of increasingly responsible professional accounting or auditing experience. For at least one year, this responsibility must have been at a level equivalent to supervising a staff in the operation of small- or medium-sized accounting system. [Experience in the California state service applied toward this requirement must include at least one year performing the duties of a class at a level of responsibility not less than that of Accounting Officer (Supervisor).]

**AND**

**Education:** Equivalent to graduation from college, with specialization in accounting. (Registration as a Senior Student in a recognized institution will admit applicants to the examination, but they must produce evidence of successful completion of the curriculum and the prescribed courses before they may be considered eligible for appointment.)

**Or II**

Completion of a prescribed professional accounting curriculum given by a residence or correspondence school of accountancy, including courses in elementary and advanced accounting, auditing, cost accounting and business law.

**Or III**

Completion of the equivalent of 19 semester hours of course work; 16 hours of which shall be professional accounting courses given by a collegiate-grade residence institution, including courses in elementary and advanced accounting, auditing, and cost accounting; and three semester hours of business law.

(Persons who will complete work requirements outlined under II and III above during the current quarter or semester will be admitted to the examination, but they must produce evidence of successful completion of the curriculum and the prescribed courses before they may be considered eligible for appointment.)

**(CONTINUED ON THE NEXT PAGE)**

**MINIMUM  
QUALIFICATIONS  
(CONTINUED)**

**Note: Application must contain the following information on all accounting, auditing, business law, and related courses completed:**

**Title; semester or quarter credits; name of institution; and completion date.**

**POSITION  
DESCRIPTION**

A Senior Accounting Officer (Supervisor) is the second supervisory level in the series. Incumbents, under general direction, are responsible for the coordination and supervision of subordinate professional, technical and clerical accounting staff in the maintenance and reporting of accounting and/or fiscal activities, and either:

1. Functions as the Chief Accounting Officer in a small accounting office with responsibility for the entire fiscal or accounting function; or
2. Functions as a sectional supervisor in an operational and/or financial setting.

Incumbents are expected to possess a broad knowledge of the State's accounting system and professional accounting and thus receive limited technical direction from their manager. They may have considerable contact with field units, EDP, budget section, auditors, program managers, control agencies, vendors, "clients" of specialized programs administered by the department, local and/or Federal Government.

**EXAMINATION  
INFORMATION**

This examination will consist of a qualifications appraisal interview only. 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% must be attained in the interview. **COMPETITORS WHO DO NOT APPEAR FOR THIS INTERVIEW WILL BE DISQUALIFIED.**

**QUALIFICATIONS  
APPRAISAL  
INTERVIEW SCOPE****QUALIFICATIONS APPRAISAL INTERVIEW - WEIGHTED 100%****Scope:****A. Knowledge of:**

1. Accounting principles and procedures.
2. Governmental accounting and budgeting.
3. The uniform accounting system and financial organization and procedures of the State of California and related laws, rules and regulations.
4. Principles of business management, including office methods and procedures.
5. Principles of public finance.
6. Business law.
7. Principles and techniques of personnel management and supervision; and planning, organizing, and directing the work of others.
8. The department's Equal Employment Opportunity objectives.
9. A manager's role in the Equal Employment Opportunity Program and the processes available to meet Equal Employment Opportunity objectives.

**B. Ability to:**

1. Apply accounting principles and procedures.
2. Analyze data and draw sound conclusions.
3. Analyze situations accurately and adopt an effective course of action.
4. Prepare clear, complete, and concise reports.
5. Make sound decisions and recommendations in regard to the professional accounting problems in maintaining control of a departmental budget.
6. Establish and maintain cooperative relations with those contacted in the work.
7. Communicate effectively.
8. Plan, organize, and direct the work of others.
9. Effectively contribute to the department's Equal Employment Opportunity objectives.

**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 or CALNET 437-1762 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 front.

**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.

**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.

**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.

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## GENERAL INFORMATION (CONTINUED)

**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.

**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 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.

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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 CALNET 453-5457

TTY is Telecommunications Typewriter and is reachable only from phones equipped with a TTY/TDD Device.