



## PROMOTIONAL EXAMINATION FOR CALIFORNIA STATE EMPLOYEES

### SENIOR LEGAL 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.

#### POSITIONS EXIST SACRAMENTO, OAKLAND AND MONTEREY PARK

#### 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.

For applicants under items 2, 3, or 4, if promotional examinations are given by more than one department for the same classification, the applicant must select one department in which to compete. 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, Examination Unit, 744 P Street, Sacramento, CA 95814, or mailed to the California Department of Social Services, Personnel Bureau, Examination Unit MS 8-15-59, P.O. Box 944243, Sacramento, CA 94244-2430. Applications received without an Examination Title will be returned. **DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD.**

#### APPLICATION DEADLINE

#### FINAL FILE DATE: APRIL 23, 2009

Applications (STD 678) must be **POST MARKED** 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 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

**\$4,619 - \$5,616 per month**

#### QUALIFICATIONS APPRAISAL INTERVIEW

It is anticipated that interviews will be held in **June/July 2009**. Ordinarily, these are scheduled in Sacramento, Oakland and Monterey Park. However, locations of interviews may be changed as conditions warrant.

**S E E N E X T P A G E F O R A D D I T I O N A L I N F O R M A T I O N**

**SENIOR LEGAL ANALYST  
JY60 - 5333**

**FINAL FILE DATE:  
EXAM CODE:**

**APRIL 23, 2009  
9BP06**

**ELIGIBLE LIST  
INFORMATION**

A departmental promotional eligible list will be established for the California Department of Social Services. Names of successful competitors are merged into the list in order of final scores regardless of date. Eligibility expires 12 months after it is established.

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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 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 if the requirements stated below include more than one pattern and are distinguished as "Either" I, "or" II, etc. 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**

Two years of experience in the California state service performing the duties of Legal Analyst.

**Or II**

Four years of progressively responsible paralegal experience performing duties in one or a combination of the following specialty areas: litigation and trial preparation, administrative law and procedures, criminal law and procedures, corporate and business law, medical malpractice, estate and tax law, environmental and land use law, antitrust, labor and consumer law. (Experience in California state service applied toward this requirement must include one year performing the duties of Legal Analyst.)

(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.)

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**ADDITIONAL  
DESIRABLE  
QUALIFICATIONS**

Evidence of continuing education, such as additional paralegal or legal coursework.

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**POSITION  
DESCRIPTION**

The class of Senior Legal Analyst is the advanced journey analytical paralegal class where incumbents are the most experienced paralegals who provide high level assistance to attorneys in State service. The class is designed for permanent employment where incumbents, with direction from an attorney, regularly and independently perform the full range of the most responsible, varied and complex paralegal duties which are analytical in nature, and provide consultative services to management and others.

**(CONTINUED ON THE NEXT PAGE)**

**EXAMINATION  
INFORMATION**

The examination will consist of a Qualifications Appraisal Panel Interview. 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 THE INTERVIEW WILL BE DISQUALIFIED.**

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

1. Basic legal concepts, terminology, principles and procedures.
2. Use of legal reference materials.
3. Role of a paralegal staff in a legal office.

**B. Ability to:**

1. Reason logically.
2. Analyze situations accurately and recommend an effective course of action.
3. Write effectively.
4. Prepare reports and summary sheets which set forth a statement of the facts, applications of relevant law and conclusions.
5. Read and understand statutes, court decisions, legal documents, and similar material.
6. Prepare drafts of pleadings.
7. Draft litigation discovery documents, such as interrogatories and motions.
8. Work cooperatively with attorneys, clerical staff, technical staff, and the general public.
9. Demonstrate the ability to act independently, to communicate effectively, and to assume increased responsibility.

**VETERANS  
PREFERENCE**

Veterans preference credit will not be granted in this examination.

**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 front.

**(CONTINUED ON THE NEXT PAGE)**

## GENERAL INFORMATION (CONTINUED)

If you meet the requirements stated on this 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 pages 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 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.

**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, Fresno, Los Angeles, and San Diego. 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.

**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 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:(916) 653-5457

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