



**PROMOTIONAL EXAMINATION FOR
CALIFORNIA STATE EMPLOYEES**

**STAFF ADMINISTRATIVE ANALYST
(ACCOUNTING SYSTEMS)**

**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 **Competition Limited to State Employees Only.** Applicants must have a permanent civil service appointment with the Department listed above and meet the minimum qualifications to participate in this examination. *(See General Information for exceptions to this requirement.)*

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 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 examination title will not be accepted and will be returned. DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD.**

APPLICATION DEADLINE **FINAL FILE DATE: SEPTEMBER 30, 2008**
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 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 **\$5079 - \$6127 per month**

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.

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

**STAFF ADMINISTRATIVE ANALYST
(ACCOUNTING SYSTEMS)
JM34 - 5303**

**FINAL FILE DATE: SEPTEMBER 30, 2008
EXAM CODE: 8BP12**

**REQUIREMENTS
FOR ADMITTANCE
TO THE
EXAMINATION**

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.

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.

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

One year in the California state service performing the duties of an Associate Administrative Analyst (Accounting Systems).

Or II**Experience:**

Four years of increasingly responsible technical experience in governmental, commercial, or public accounting performing any one or a combination of the following types of work:

1. Development and installation of varied accounting systems. **Or**
2. Preparation of comprehensive and complex financial statements and tax returns. **Or**
3. Directing or assisting in the direction of the accounting and budgetary work of a business concern or governmental agencies. **Or**
4. Analytical and critical examination of financial records and books of accounts of business concerns or governmental agencies.

(At least one year of the qualifying experience shall have been in the full-time development and installation of varied and complex accounting systems). Experience in the California state service applied toward this requirement must include at least one year performing duties of a class with a level of responsibility equivalent to that of Associate Administrative Analyst (Accounting Systems).

And**Education: Either**

1. Equivalent to graduation from college, with specialization in accounting.

Or

2. Completion of either:

(a) 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

(b) The equivalent of sixteen semester hours of 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.

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**POSITION
DESCRIPTION**

The Staff Administrative Analyst (Accounting Systems), under general direction, (1) acts as a working supervisor over a small intradepartmental accounting systems unit which has responsibility for a major segment of a large, rapidly changing and complex accounting systems analysis program; or (2) plans, organizes, and directs the entire accounting systems staff in a department with a program of limited scope, dispersion, and complexity; and does other related work.

**QUALIFICATION
APPRAISAL
INTERVIEWS**

It is anticipated that interviews will be held during **DECEMBER 2008/JANUARY 2009**. Ordinarily, these are scheduled in Sacramento. However, locations of interviews may be changed as conditions warrant.

**EXAMINATION
INFORMATION**

This examination will consist of a Qualifications Appraisal 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. **COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

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

1. Accounting principles and practices.
2. Governmental accounting, budgeting, and fiscal management.
3. Uniform accounting system and financial organization and procedures of the State of California.
4. Principles of organization, administration, and management.
5. Administrative survey principles and techniques.
6. Principles of public administration.
7. Principles of techniques of personnel management and supervision.
8. Office methods and procedures.
9. Research techniques.
10. Statistical methods
11. Principles and procedures of automatic data processing systems.
12. The Department's Equal Employment Opportunity (EEO) Program objectives.

B. Ability to:

1. Direct effectively the work of technical, professional, and clerical assistants.
2. Establish and maintain cooperative relationships with representatives of public and private agencies.
3. Apply administrative survey and statistical techniques to the development of accounting and financial organization studies.
4. Prepare comprehensive reports and compile manuals of accounting procedures.
5. Communicate effectively.
6. Analyze situations accurately and adopt an effective course of action.
7. Analyze data and draw sound conclusions.
8. Effectively contribute to the Department's EEO objectives.

**VETERAN
PREFERENCE**

Veterans preference 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 had 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 The 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 changed. 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, San Francisco, 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) subdivision 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 the bulletin.

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.

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 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 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.

**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: 1800-735-2922

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.