

PROMOTIONAL EXAM BULLETIN



STATE OF CALIFORNIA DEPARTMENT OF FINANCE

915 L STREET, SACRAMENTO, CA 95814
www.dof.ca.gov

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SUPERVISING ADMINISTRATIVE ANALYST (ACCOUNTING SYSTEMS) PROMOTIONAL EXAMINATION Final Filing Date: May 30, 2018

WHO MAY APPLY

This is a PROMOTIONAL EXAMINATION for the Department of Finance (Finance). Applicants must be currently employed with Finance or have eligibility to compete in Finance promotional examinations and have a permanent civil service appointment without a permanent break in service as of the final filing date. Under certain circumstances, other employees and United States Military veterans may be allowed to compete. Refer to the General Information, Promotional Examinations Only section of this bulletin for other eligibility requirements.

POSITION DESCRIPTION

Under general direction, in the Department of Finance, to assist in planning, directing, and coordinating the work of a staff of analysts engaged in the development and installations of accounting and data processing systems and the conduct of special studies of fiscal problems; to provide consultation service to State agencies; to supervise the maintenance of the State's uniform accounting systems; and to do other related work.

MONTHLY SALARY

\$ 7,593 – 8,621

HOW AND WHEN TO APPLY

Applications must be submitted and/or postmarked by **May 30, 2018**, the final filing date. Applications filed in person, delivered, or received via interoffice mail after 5:00 p.m. on the final filing date will NOT be accepted for any reason.

The uses of emailed and faxed applications are prohibited. All examination applications must be submitted directly to:

Department of Finance
Human Resources Office
915 L Street, Suite 1235
Sacramento, CA 95814

Examination Applications (Std. 678) are available at the California Department of Human Resources Job Center, and on the Internet at <http://jobs.ca.gov/pdf/std678.pdf>.

**DO NOT SUBMIT APPLICATIONS TO THE
CALIFORNIA DEPARTMENT OF HUMAN RESOURCES.**

California relay (telephone) service for the deaf and hearing impaired, From TDD* phones: (800) 735-2929, From Voice phones: (800) 735-2922
*TDD is a telecommunication device for the deaf and is accessible only through phones equipped with a TDD device.

HOW AND WHEN TO APPLY (Continued)

Note: All applications MUST include a current valid e-mail address as examination notices may be sent via e-mail.

SPECIAL EXAMINATION ARRANGEMENTS

If you have a disability and need special testing arrangements, mark the appropriate box for Question 2 on the application. You will be contacted to make specific arrangements.

REQUIREMENTS FOR ADMITTANCE INTO THE EXAMINATION

Applicants must meet the experience/education requirements by the final filing date. Your signature on your application indicates that you have read, understood, and possess the 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 "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.

Note: Applications/resumes must contain the following information: "to" and "from" dates (month/day/year), time base, civil service class title(s), and range if applicable. Applications/resumes received without this information may be rejected.

IT IS THE RESPONSIBILITY OF ALL APPLICANTS TO PROVIDE COMPLETE AND DETAILED DESCRIPTIONS OF QUALIFYING EXPERIENCE TO SUBSTANTIATE MINIMUM QUALIFICATIONS. THIS INFORMATION IS CRITICAL IN DETERMINING ACCEPTANCE INTO ANY EXAMINATION.

ELIGIBLE LIST INFORMATION

A departmental promotional eligible list will be established for the Department of Finance. Names of successful candidates will be merged onto the list in order of final scores regardless of the date eligibility is established. Eligibility expires 12 months after it is established.

MINIMUM QUALIFICATIONS

Either I

One year of experience in California state service performing duties of a Senior Administrative Analyst (Accounting Systems).

Or II

Five years of progressively responsible technical accounting experience, at least three years of which must have involved responsible participation in devising and installing major accounting systems, including two years of experience in a supervisory capacity.
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

MINIMUM QUALIFICATIONS

(Continued)

residence or correspondence school of accountancy, including courses in elementary and advanced accounting, auditing, cost accounting business law; or

b. The equivalent of 16 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.

EXAMINATION INFORMATION

This examination will consist of the following components:

Organizational Review Committee (ORC). This is a third level management review and rating of Supplemental Applications (SA). Competitors will be required to complete a SA that includes narrative responses to specific critical factors as well as supervisory review and input.

Candidate's final score will be weighted based on the ORC. The entire examination is weighted 100%. In order to obtain a position on the eligible list, candidates must achieve a minimum score of 70%.

CANDIDATES WHO DO NOT SUBMIT THE SUPPLEMENTAL APPLICATION WILL BE DISQUALIFIED FROM THE EXAMINATION.

EXAMINATION SCOPE

Candidates will be tested on:

A. Knowledge of:

1. Comprehensive knowledge of accounting principles and practices to effectively perform complex accounting functions.
2. Comprehensive knowledge of governmental accounting, budgeting, and fiscal management to effectively apply accounting principles and procedures to a governmental entity.
3. Comprehensive knowledge of principles of organization, administration, and management to effectively plan, organize, and direct.
4. Comprehensive knowledge of principles of public administration, administrative survey principles and techniques to accurately analyze information.
5. General knowledge of office methods and procedures (i.e., office equipment and software) to work effectively.
6. Comprehensive knowledge of research techniques and statistical methods to accurately provide information on a wide variety of accounting functions.
7. Comprehensive knowledge of principles and procedures of fiscal and accounting systems to effectively implement and support their functions.
8. General knowledge of the Department's Equal Employment Opportunity program objectives to create and maintain a fair and equitable work environment.
9. Comprehensive knowledge of accounting systems and financial organizations to provide direction and information on a wide variety of accounting functions.
10. General knowledge of state manuals, rules and regulations, policies and procedures (i.e., State Administrative Manual, State Board of Control rules and regulations, Department of Personnel

EXAMINATION SCOPE
(Continued)

Management rules and regulations, State Controller's Office policies and procedures).

11. Comprehensive knowledge of principles and techniques of personnel management and supervision.
12. Principles and practices of personnel management to effectively solve problems to maintain the operation.
13. A manager's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.
14. Project management techniques in order to effectively manage projects to successful conclusion.
15. Principles of effective verbal, written, and group communication to accurately and effectively to convey job related information.

B. Ability to:

1. Effectively supervise the work of technical, professional, and clerical staff.
2. Establish and maintain cooperative relationships internally and with representatives of public and private agencies.
3. Apply administrative survey and statistical techniques when developing accounting and financial organization studies.
4. Prepare comprehensive reports and compile manuals of accounting procedures.
5. Speak and write effectively to exchange information and/or provide direction to staff and others.
6. Analyze situations accurately and adopt an effective course of action.
7. Analyze data and draw sound conclusions to accurately process, provide, and implement accounting information.
8. Effectively contribute to the Department's Equal Employment Opportunity objectives.
9. Follow instructions, prioritize workload, and work under pressure to meet deadlines.
10. Effectively communicate within a multi-level government organization.
11. Apply accounting principles and procedures to effectively and accurately perform and direct accounting functions.
12. Make oral presentations before groups of people for the purpose of providing information on state accounting policies, procedures, and accounting systems.
13. Conduct training classes to agencies, DOF staff, and other interested state staff.
14. Use of computer software, including word processing, spreadsheets, graphic presentations, e-mail, internet, and statistical analysis in order to perform the functions of the position.
15. Make sound decisions and recommendations in regard to financial problems associated with the Department's budget.
16. Manage and uphold professional standards and principles to internal and external stakeholders.
17. Consult with and advise internal/external parties on accounting and fiscal issues and problems.
18. Organize, analyze, and format financial and statistical data and prepare reports to assist management decisions.

EXAMINATION SCOPE

(Continued)

19. Approve spreadsheets displaying financial/statistical information for management decision.
20. Supervise a diverse workforce within a team environment toward a common objective.
21. Appear and make presentations before legislative and other groups.
22. Develop and foster cooperative working relationships with representatives of all levels of government, the public, and clients.
23. Identify the need for and effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.
24. Communicate the Department's core values, goals, and mission.
25. Resolve interpersonal conflicts with staff and clients.

VETERANS PREFERENCE

Veteran's preference credit is not granted in promotional examinations.

GENERAL INFORMATION

The California Department of Finance 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 law and rules and all competitors will be notified.

It Is The Candidate's Responsibility: To contact the Human Resources Office at (916) 323-4071, TDD (916) 324-6547 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 Human Resources Office at (916) 323-4071, or TDD 324-6547 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 the California Department of Human Resources (CalHR) State Job Center, local offices of the Employment Development Department and on the Internet at <http://jobs.ca.gov/pdf/std678.pdf>.

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.

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 (based upon job-related criteria), and all candidates who pass will be ranked according to their scores.

Equal Opportunity: The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

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, 4) servicewide promotional, 5) departmental open, and 6) open. When there are two lists of the same kind, the older list will be used first. Eligible lists will expire in 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 and military veterans 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 §18991, that meet the minimum qualifications as prescribed by the class specifications. Under certain circumstances, other employees may be allowed to compete under provisions of State Personnel Board (SPB) rules 234, 235, and 235.2. SPB rules 233, 234, 235, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examinations. In addition, Government Code sections 18990 and 18992 permit certain exempt employees employed by the Legislature or the Executive Branch to participate in civil service promotional exams.

State Drug Policy: It is an objective of the State of California to achieve a drug-free state workplace. 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.

Privacy Policy: Pursuant to Government Code §11019.9 and Management Memo 00-14, the Department of Finance maintains a permanent privacy policy in adherence with the Information Practices Act of 1997. Finance's Privacy Policy is posted on the Department's website at www.dof.ca.gov

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