



# CALIFORNIA STATE TREASURER'S OFFICE

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. STO complies with the Americans with Disability Act (ADA).

## SENIOR PERSONNEL SPECIALIST

### DEPARTMENTAL - PROMOTIONAL

It is an objective of the State of California to achieve a drug-free workplace. An 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.

#### DEPARTMENTAL FOR:

State Treasurer's Office  
CA Alternative Energy and Advanced Transportation Financing Authority  
CA Debt and Investment Advisory Commission  
CA Debt Limit Allocation Committee  
CA Educational Facilities Authority  
CA Health Facilities Financing Authority  
CA Pollution Control Financing Authority  
CA School Financing Authority  
CA Tax Credit Allocation Committee  
Scholarshare Investment Board  
Achieving a Better Life Experience for the Disabled

#### FINAL FILING DATE: SEPTEMBER 9, 2016

Applications (Form 678) must be POSTMARKED by the U.S. Post Office no later than the final filing date. Applications postmarked, personally delivered after 5:00 p.m., or received via interagency mail after the final filing date will not be accepted for any reason.

State Treasurer's Office  
915 Capitol Mall, Room 538  
Sacramento, CA 95814  
Attn: Testing Office  
(916) 653-3100

#### DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD.

If you have a disability and need special testing requirements, mark the appropriate box in Part 2 of the "Application for Examination". You will be contacted to make specific arrangements.

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

#### EDUCATION & EXPERIENCE EXAM – NO INTERVIEW

Interviews will not be conducted for this examination. The entire examination will consist of an evaluation of each candidate's experience and education.

**SALARY RANGE:** \$3824 - \$4788

#### COMPETITION LIMITED TO STATE EMPLOYEES:

Applicants must have a permanent civil service appointment with one of the departments listed above as of the final filing date, in order to participate in this examination; or (1) a current or former employee of the Legislature for two or more years as defined in Government Code § 18990; or (2) a current or former non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code § 18992; or (3) a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorable discharged from active duty as defined in Government Code § 18991.

**NOTE:** Applicants applying under Government Code § 18991 must provide documentation of retirement or honorable discharge from the United States Military, with a copy of your DD214.

#### EMPLOYMENT REQUIREMENTS:

Prior to appointment, persons successful in this exam will be required to undergo a background investigation, which includes but may not be limited to, fingerprinting and disclosure of criminal records.

#### REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION:

**NOTE:** All applicants must meet the education and/or experience requirements for this examination by the final filing date. 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" Or "III" 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 the examination as meeting 100% of the overall experience requirement.

One year of experience in the California state service performing the duties of a Personnel Specialist, Range D, or a Personnel Services Specialist II.

#### THE POSITION

This is the expert journey level of the series. Under general direction, incumbents serve as the expert staff resource responsible for the most difficult and complex personnel/payroll issues. As a "staff specialist", researches critical personnel problems and recommends alternative solutions; develops and maintains specialized training programs; reviews various control agency letters, memos, and bargaining contract provisions, and develops/revises internal procedures as necessary; prepares management reports, spreadsheets, and charts; drafts correspondence; functions as a team member on personnel-related projects; are coordinators for a variety of personnel/payroll programs, e.g., FMLA; and may act in a lead role (i.e., training, workload, etc.) over lower-level staff.

Positions exist in Sacramento.

#### EXAMINATION INFORMATION:

Currently completion and submittal of the state application (Form 678) by the final filing date will constitute the entire examination. The applications will be evaluated and scored based on a set of rating criteria. To obtain a position on the eligible list, applicants must achieve a minimum rating of 70 percent.

**NOTE:** If conditions warrant, this examination may utilize a qualifications appraisal interview (QAP). Depending upon the size of the candidate pool. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in the interview.

**Education & Experience - Weighted 100%**

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

**Scope:****A. Knowledge of:**

1. Current office methods, procedures, equipment, and basic math principles.
2. Laws, rules, regulations, and bargaining contract provisions affecting personnel record keeping, personnel transactions, payroll, and certification processes used in State departments.

**B. Ability to:**

1. Think logically, multitask, and apply laws, rules, regulations, and bargaining contract provisions concerning personnel transactions.
2. Independently interpret and use reference material
3. Give and follow directions.
4. Gather data.
5. Design and prepare tables, spreadsheets, and charts.
6. Advise employees of their rights.
7. Consult with supervisors on alternative actions which they may take on various transaction situations.
8. Communicate effectively.

9. Operate a computer keyboard/terminal.
10. Establish and maintain cooperative working relations with those contacted during the course of the work.
11. Organize and prioritize work.
12. Create/draft correspondence.
13. Maintain personnel records.
14. Represent the department on intra/interdepartmental teams.
15. Coordinate a variety of personnel/payroll transactions.
16. Research critical transactions and recommend alternative solutions.

**ELIGIBLE LIST INFORMATION:**

A departmental promotion eligible list will be established for the department(s) listed above. The list will be abolished 12 months after it is established unless the conditions of the list warrant a change in this period.

**Veterans Preference** points are not granted in promotional examinations.

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**GENERAL INFORMATION**

It is the candidate's responsibility to contact the Testing Unit in Sacramento (916) 653-3100 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 Testing Unit in Sacramento, (916) 653-3100 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 scheduled upon written request.

Applications are available at State Personnel Board offices, local offices of the Employment Development Department and the State Treasurer's Office.

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 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 law 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) 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 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 the Information Counter of State Personnel Board offices.

**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.

**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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**STATE TREASURER'S OFFICE**

Testing Unit • 915 Capitol Mall, Room 538 • Sacramento, CA 95814 • Telephone: (916) 653-3100

TDD Phone: (916) 654-9922

California Relay (Telephone) Service for the Deaf or Hearing-impaired:

From TDD phones: 1-800-342-5966

From Voice phones: 1-800-342-5833

TDD is Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device.