



# CALIFORNIA STATE TREASURER'S OFFICE

California State Government-An Equal Opportunity Employer to All Regardless of Race, Color, Creed, National Origin, Ancestry, Sex, Marital Status, Disability, Religious or Political Affiliation, Age, or Sexual Orientation. The State Treasurer's Office complies with the Americans with Disabilities Act (ADA).

## TREASURY PROGRAM MANAGER I

### 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 & Advanced Transportation Financing Authority  
CA Educational Facilities Authority  
CA Health Facilities Financing Authority  
CA Pollution Control Financing Authority

#### FINAL FILING DATE: FEBRUARY 15, 2012

Applications (Form 678) must be POSTMARKED by the U.S. Post office no later than the final filing date. Applications postmarked or personally delivered after 5:00 p.m., or received 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 arrangements, 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.**

It is anticipated that interviews will be held during: **March/April 2012**

**SALARY RANGE:** \$5079 - \$6127

#### 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 honorably discharged from active duty as defined in Government Code § 18991.

#### EMPLOYMENT REQUIREMENTS:

Prior to appointment, persons successful in this exam will be required to undergo a background investigation that 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 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 the examination as meeting 100% of the overall experience requirement.

#### EITHER I

One year of experience in the California State Treasurer's Office performing the duties of an Associate Treasury Program Officer.

#### OR II

Four years of increasingly responsible experience in financial management work such as in the trust, cash management or investment department of a governmental agency, private agency or financial institution in work involving the evaluation, cashing, and transfer of bonds and securities, or in the purchase and sale of securities, or maintaining the cash position. (Experience in California State service applied to this requirement must include one year at a level equivalent to Associate Treasury Program Officer). **AND EDUCATION:** Equivalent to graduation from college, preferably with specialization in Accounting, Business Administration, Economics, or Finance. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

Applicants who are within six months of satisfying the experience or education requirements will be admitted to the examination, but they must fully meet the experience or education requirements before being eligible for appointment.

**Special Personal Characteristics:** Ability to qualify for a fidelity bond.

#### THE POSITION:

The Treasury Program Manager I is the working supervisory level for the series. Incumbents either (1) supervise the activities of a small group of professional staff performing journeyman level work and personally perform the most difficult or sensitive work; or (2) function as staff specialists performing work of a highly sensitive or technically complex nature which involves making recommendations to top management. This would include program development, policy or coordination positions.

Positions exist in Sacramento.

#### EXAMINATION INFORMATION:

This examination will consist of a qualifications appraisal interview only. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview.

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SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

**COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.****Qualification Appraisal Interview - Weighted 100.00%****Scope:****A. Knowledge of:**

1. Basic principles and procedures of general accounting, public finance, governmental accounting, and financial record keeping.
2. Functions and operations of the State Treasurer's Office.
3. Computer systems and standard applications software including word processing, spreadsheet and data base programs.
4. Principles and practices of effective public personnel administration and formal and informal aspects of the legislative process.
5. The Office's Equal Employment Opportunity Program objectives.
6. A supervisor's role in the Equal Employment Opportunity Program and the processes available to meet equal employment opportunity objectives.
7. A supervisor's role in the State Labor Relations Program and the processes available to meet labor relations objectives.

**B. Ability to:**

1. Gather, organize, and summarize financial data.
2. Analyze data and situation accurately and adopt an effective course of action.
3. Learn to utilize computer systems and standard software applications in the performance of financial and analytical work.
4. Establish and maintain cooperative working relationships with those contacted.
5. Speak and write effectively.
6. Act as liaison between the Treasurer's Office and other State and local agencies and private organizations.
7. Negotiate with other governmental and private agencies.
8. Organize and direct the work of others.
9. Develop standards, policies, and procedures for the programs and their operation.
10. Effectively contribute to the Office's equal employment opportunity objectives.

**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 conditions of the list warrant a change in the period.

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

**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 the State Personnel Board office, 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 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) 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.

**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.