

ACCOUNTING ADMINISTRATOR I (SUPERVISOR)

DEPARTMENTAL PROMOTIONAL SPOT SACRAMENTO



State of California
DEPARTMENT OF
JUSTICE
P.O. BOX 944255
Sacramento, CA 94244-2550

CALIFORNIA STATE GOVERNMENT • AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

IT IS THE 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 OF GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

FINAL FILING DATE

March 5, 2010- Examination Applications (Form STD. 678) must be **POSTMARKED (U.S. MAIL)** no later than the final filing date. Applications must have an original signature. Applications postmarked, personally delivered, faxed or received via interoffice mail after the final filing date **will not** be accepted for any reason.

WHO CAN APPLY

Persons who meet the minimum qualifications by the final filing date as stated on this bulletin. Applicants must have a permanent civil service appointment with the Department of Justice as of the final filing date. Employees who have a limited-term appointment in the department for which the examination is being given (provided they have had a permanent appointment and no subsequent break in service) are allowed to participate in departmental promotional examinations in the department. Other employees who meet the following criteria may also apply: 1) a current or former legislative employee meeting the criteria defined in Government Code (GC) Section 18990; **OR** 2) an exempt employee meeting the criteria defined in GC Section 18992 **OR** 3) Persons who are 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 GC section 18991.

NOTE: Applicants who qualify under #3 must submit a copy of Form DD214 along with their Standard State Application (STD. 678)

HOW TO APPLY

Examination Application Form (STD 678) may be downloaded from the State Personnel Board's website at www.spb.ca.gov. Applications **MUST** be mailed to or filed in person with:

Mailing Address:

Department of Justice
Testing and Selection Unit
P.O. Box 944255
Sacramento, CA 94244-2550

File in Person:

Department of Justice
Testing and Selection Unit
1300 "I" Street, Suite 720
Sacramento, CA 95814

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD, ONLINE, VIA INTER-AGENCY MAIL OR FAX.

SPECIAL TESTING ARRANGEMENTS

If you are an individual with a disability and need reasonable accommodation to participate in this examination, please mark the box in question #2 on the "Examination Application". You will be notified in writing to determine what assistance can be provided.

QUALIFICATIONS APPRAISAL INTERVIEW

Eligible candidates will be notified by mail approximately ten (10) days in advance of the qualifications appraisal interview date. It is anticipated that interviews will be held during **April 2010**.

SALARY RANGE

\$5079-\$6127

The salaries used in this bulletin are the latest available from the State Controller's Office, but may not reflect the most recent salary adjustment.

ELIGIBLE LIST INFORMATION

A departmental eligible list will be established for the Department of Justice. 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. **Positions exist with the Department of Justice in Sacramento only.**

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REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

All applicants must meet the education and/or experience requirements for this examination by the final filing date. All application/resumes must include "To" and "From" employment dates (Month/Day/Year), time base, and applicable classification titles.

MINIMUM QUALIFICATIONS

Either I

One year of experience in the California state service performing the duties of a professional accounting class equivalent in level to Senior Accounting Officer (Supervisor), Senior Accounting Officer (Specialist), Associate Accounting Analyst, or Associate Administrative Analyst (Accounting Systems).

Or II

Experience: Four years of increasingly responsible professional accounting or auditing experience. For at least one year, this responsibility must have been at a level equivalent to supervising a staff in the operation of a complex accounting system. [Experience in the California state service applied toward this requirement must include at least one year performing the duties of a class at a level of responsibility not less than that of Senior Accounting Officer (Supervisor) or (Specialist).] (Experience in the California state service may be applied toward the total experience requirement on a proportional basis.) **AND**

Either I

Education: Equivalent to graduation from college, with specialization in accounting;

Or II

(Completion of the equivalent of 45 semester units given by a collegiate-residence or correspondence institution, of which 24 units must include courses in financial accounting, managerial accounting, intermediate/advanced accounting, fund/governmental accounting, cost accounting, auditing, business law, computer applications/management information systems. (Persons who will complete course work requirements during the current quarter or semester will be admitted to the examination, but they must produce evidence of successful completion of the curriculum and the prescribed courses before they may be considered eligible for appointment.)

DEFINITION OF TERMS

"Performing the duties of..." means the applicant must have the amount of experience in State service in the class specified (or on a training and development (T&D), limited term, or approved out-of-class assignment to the class.)

"Equivalent to graduation from college..." satisfaction of the requirements for a bachelor's degree from an accredited college. Bachelor's degree, completion of the number of units typical of four full years of college (120 or more semester units or 180 or more quarter units). This means the applicant must show a receipt of a bachelor's degree.

"Performing duties in a class at a level of responsibility not less than..." the applicant must have State service experience of appropriate type and length in a class at the same (or higher) level of responsibility as the class specified.

POSITION DESCRIPTION

Positions at this level supervise a group of professional or analytical and semiprofessional accounting staff performing accounting or accounting and budgetary work and directing a variety of specialized or central control fiscal activities. This level, under general supervision, either: (1) performs as the Chief Accounting Officer in a medium-standard accounting office; or (2) performs as a sectional manager reporting to the Chief Accounting Officer in a medium-complex accounting office.

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**EXAMINATION
INFORMATION**

The examination will consist of a Qualifications Appraisal (QAP) Interview that will consist of predetermined job related questions. Candidates will be provided a copy of the interview questions to review for a brief period of time before entering the interview room. In order to obtain a position on the eligible list, a minimum rating of 70% must be obtained. **COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

QUALIFICATIONS APPRAISAL INTERVIEW – WEIGHTED 100.00%

Knowledge of:

1. Accounting principles and procedures applicable to DOJ in order to properly analyze systems and procedures.
2. Governmental accounting and budgeting.
3. The uniform accounting system and financial organization and procedures of the State of California and related laws, rules, and regulations.
4. Principles of business management, including office methods and procedures.
5. Principles of public finance.
6. Planning, organizing, and directing the work of others.
7. The department's Equal Employment Program objectives.
8. A supervisor's role in the Equal Employment Program and the processes available to meet affirmative action objectives.
9. How to read and interpret a budget for purposes such as forecasting spending.
10. DOJ policies and procedures as specified in the Department of Justice Administrative Manual and Administrative and Management Bulletins.
11. The principles of completed staff work (e.g., definition of problem, identification of alternatives, etc.) to effectively perform assigned duties.
12. How to use information technology to effectively prepare reports, manuals, correspondence, etc.
13. Basic mathematics (multiplication, division, addition, and subtraction) and their application.
14. The department's upward mobility program in order to provide information to subordinates and enhance their career opportunities.

Skill to:

1. Orally communicate in a courteous, professional manner with variety of individuals in order to exchange information and/or assign or accept work.
2. Orally communicate with individuals that are emotionally distressed (e.g., angry, sad) with tact and diplomacy.
3. Active listening skills to give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times.
4. Skill to interpret and analyze information in order to draw valid and supportable conclusions.
5. Use a variety of software programs for information gathering purposes (e.g., AIS, Internet browsers).
6. Use a variety of software programs for spreadsheet development, such as Microsoft Excel.
7. Apply the relevant rule or procedure to a given set of facts or data.
8. Motivate, develop, and direct people as they work to ensure work is completed efficiently and morale is maintained.
9. Use mathematics to make calculations and solve problems.
10. Cope and communicate effectively with individuals who are angry, uncooperative, or hostile, including co-workers and clients, while maintaining work productivity and professionalism.
11. Direct the work of others (e.g., Accounting staff) to ensure projects are completed, including communicating expectations, delegating, monitoring progress, and providing feedback.

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**EXAMINATION
INFORMATION
(Continued)**

Ability to:

1. Communicate information and ideas in speaking so others will understand.
2. Arrange things or actions in a certain order or pattern according to a specific rule or set of rules.
3. Adapt to changing work demands, priorities, and organizational members.
4. Behave effectively during stressful working conditions (e.g., tight deadlines, work overload) in order to perform job tasks.
5. Apply accounting principles and procedures.
6. Use analytical reasoning, both inductive and deductive, to solve complex problems and develop solutions.
7. Analyze situations accurately and adopt an effective course of action.
8. Make sound decision and recommendation in regard to the professional accounting problems in maintaining control of a departmental budget.
9. Establish and maintain cooperative relations with those contacted in the work.
10. Plan, organize, and direct the work of others to ensure the continuity of critical operations.
11. Effectively contribute to the department's equal employment objectives.
12. View project within a larger context (i.e., to "see the big picture") to understand and anticipate consequences of certain positions, strategies and actions.

**ADDITIONAL
REQUIREMENTS**

Under Section 432.7(e) of the Labor Code, persons seeking employment with the Department of Justice may be asked to disclose arrest or detention information regardless of whether or not the arrest or detention resulted in conviction, referral, or participation in diversion programs prior to appointment. Department of Justice regulations may require, as a minimum, pre-employment investigations consisting of fingerprinting; inquiry to local, State, and national files to disclose criminal records; verification of minimum qualifications (i.e., college transcripts); financial status; previous employment background; and personal interviews to determine applicant's suitability for employment.

**VETERANS PREFERENCE/
CAREER CREDITS**

Veterans Preference Credits or Career Credits **will not** be granted in this examination.

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GENERAL INFORMATION

The Department of Justice 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 candidates will be notified.

It is the Candidate's Responsibility to contact the Department of Justice, (916) 324-5039, TDD (916) 952-8396 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 Department of Justice, (916) 324-5039, TDD (916) 952-8396 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 State Personnel Board Offices (www.spb.ca.gov), and local Offices of the Employment Development Department (www.edd.ca.gov).

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.

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, 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) multi departmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older list must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

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.

Veterans Preference: California law limits the granting of veterans preference credits to entrance examinations. When credit is granted it is as follows: 10 points for veterans, widows or widowers of veterans and spouses of 100% disabled veterans; and 15 points for disabled veterans. Directions for applying for veterans preference are on the Veterans Preference application form which is available from State Personnel Board offices or written test proctors.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education 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.

Career Credits: In open, nonpromotional examinations, career credits are granted to: 1) State employees with permanent civil service status, 2) full-time employees of the State who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirements specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in, or are graduates of, the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination. Such examinations cannot be for managerial positions described in Government Code Section 3513. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their civil service status in the appropriate section of the application Form 100-678. (Section 4 of article VII of the California Constitution is posted at the State Personnel Board, 801 Capitol Mall, Sacramento.)

If hearing impaired, call the California Relay Service.

1-800-735-2929 (From TDD Phone)

1-800-735-2922 (From Voice Phone)

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

DEPARTMENT OF JUSTICE
TESTING AND SELECTION UNIT
P.O. BOX 944255
SACRAMENTO, CA 94255-2550
(916) 324-5039