

# ASSOCIATE PERSONNEL ANALYST

## DEPARTMENTAL PROMOTIONAL SPOT – SACRAMENTO CONTINUOUS FILING



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

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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.

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### CONTINUOUS FILING

Testing is considered continuous as dates can be set at any time. Examination Applications (STD.678) will be continuously accepted and will test applicants as needs warrant. Applications must have an original signature. Any applications received after the announced cut-off date will be processed in the next test administration.

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### WHO CAN APPLY

Applicants who have permanent civil service appointment with the Department of Justice as of the announced cut-off 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 OR must be: 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 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 must submit a copy of Form DD214 along with their Standard State Application (STD. 678)**

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### HOW TO APPLY

Examination Application Forms (STD. 678) may be downloaded from the State Personnel Board's website at ([www.spb.ca.gov](http://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, 7th Floor  
Sacramento, CA 95814

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

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### 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.

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### SALARY RANGE

**\$4400 - \$5348**

**Note:** 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.

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### ELIGIBLE LIST INFORMATION

Eligibility will expire 12 months after it is established unless the needs of the service and conditions of the list warrant a change in the period. Future names of successful competitors will be merged onto the list in order of final scores, regardless of the test date. Once you have taken this examination, you may not re-apply for 12 months.

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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 cut-off date.** All applications/resumes must include "to" and "from" employment dates (month/day/year), time base, and applicable civil service classification title(s) with a detailed description of duties.

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**MINIMUM  
QUALIFICATIONS**

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Experience applicable to one of the following patterns may be combined on a proportional basis with experience applicable to the other pattern to meet the total experience requirements, provided that the combined qualifying experience totals at least 30 months. Education may not be used to reduce this 30-months limit.

**Either I**

In the California state service, one year of experience performing the duties of a Staff Services Analyst, (Range C). (Persons applying experience toward this pattern must have had a full-time assignment in California state service performing technical personnel work.)

**Or II**

**Either**

**Experience:** Three years of progressively responsible experience in technical personnel work, at least one year of which shall have been with independent responsibility for analyzing and recommending decisions on difficult personnel problems.

**Or**

**Experience:** Three years of progressively responsible technical experience in administrative or budget analysis, socioeconomic research or some other field which has developed a broad and comprehensive knowledge of personnel management.

(One year of graduate work in public or business administration, personnel industrial relations, psychology, law, political science or a related field may be substituted for six months of the required experience in Pattern II. Experience in California state service applied toward this pattern must include one year of experience performing duties comparable in level of responsibility to those of a Staff Services Analyst, (Range C.)

**And**

**Education:** Equivalent to graduation from college. (Additional qualifying experience may be substituted for a maximum of four years of the required education on a year-for-year basis.)

(In appraising experience, more weight will be given to the breadth of pertinent experience and to evidence of the candidate's ability to accept and fulfill increasing responsibilities in personnel work than to the length of his/her experience.)

(Promotional candidates who are within six months of satisfying the experience requirement for this class will be admitted to the examination, but they must fully meet the experience requirement before being eligible for appointment.)

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**Pattern I – “Full time”** means performing technical personnel work at least 50% of the time.

**Pattern II - “Comparable in level of responsibility equivalent to that of an SSA”** means that applicant must have had State experience in the appropriate type and length in a class at the same (or higher) level of responsibility of SSA, Range C.

**“Technical personnel work”** includes assignments such as classification and pay, testing and selection, health and safety/risk management, recruitment, labor relations, test validation and construction, position control, or other assignments requiring independent responsibility for analyzing and recommending decisions on difficult personnel problems.

Personnel Liaisons at the SSA Range C level, may be qualifying if the experience involves performing technical personnel work on a full-time basis as defined above and the experience involves analyzing and recommending decisions on difficult personnel matters.

**DEFINITION OF  
TERMS**

**POSITION  
DESCRIPTION**

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The Associate Personnel Analyst performs the more responsible, varied and complex technical work in the areas of Classification and Pay, Testing and Selection/Recruitment, and Risk Management. In addition, act as a lead person for other staff personnel.

**EXAMINATION  
INFORMATION**

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The examination will consist of an Oral Presentation and a Qualifications Appraisal Interview. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained on the examination.

**ORAL PRESENTATION/QUALIFICATIONS APPRAISAL INTERVIEW - WEIGHTED 100%**

The **Oral Presentation** will require candidates to make a presentation to a Qualification Appraisal Panel. Information regarding this phase of the examination will be mailed to candidates prior to the examination date. The testing component will measure the following knowledge and abilities:

**Knowledge of:**

1. Applying principles and practices of public personnel management in order to effectively perform personnel program functions (i.e., job analysis, position allocations, consultations, exam planning, adverse actions, claims management, loss analysis, etc.)

**Ability to:**

1. Gain the confidence and cooperation of others in order to establish and maintain good working relationships.
2. Analyze data and present ideas and information effectively.

The **Qualifications Appraisal Interview (QAP)** 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. The interview panel evaluates the candidate's responses to each of the questions using a predetermined rating scale and predetermined scoring criteria. This testing component will measure the following knowledge skills and abilities:

**Knowledge of:**

1. Applying principles and practices of public personnel management in order to effectively perform personnel program functions (i.e., job analysis, position allocations, consultations, exam planning, adverse actions, claims management, loss analysis, etc.)

**Skill in:**

1. Applying principles and practices of public personnel management in order to effectively perform personnel program functions (i.e., job analysis, position allocations, consultations, exam planning, adverse actions, claims management, loss analysis, etc.)

**Ability to:**

1. Perform research in various personnel fields.
2. Interpret and apply laws, rules, standards, and procedures.
3. Develop and administer training programs.
4. Analyze and solve difficult technical personnel problems.
5. Gain the confidence and cooperation of others in order to establish and maintain good working relationships.
6. Analyze data and present ideas and information effectively.
7. Train and/or lead less experienced staff.
8. Assume and demonstrate independent responsibility for decisions and actions having broad implications on various aspects of personnel management.

**VETERANS  
PREFERENCE/  
CAREER CREDITS**

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Veteran's 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](http://www.spb.ca.gov)), and local Offices of the Employment Development Department ([www.edd.ca.gov](http://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 12<sup>th</sup> 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.

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TESTING AND SELECTION UNIT  
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SACRAMENTO, CA 94255-2550  
(916) 324-5039