

ASSOCIATE BUSINESS MANAGEMENT ANALYST

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

February 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 **March/April 2010**.

SALARY RANGE

Associate Business Management Analyst \$4400 – 5348. 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.**

ASSOCIATE BUDGET MANAGEMENT ANALYST

Page 2 of 4

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

Experience applicable to one of the following patterns may be combined on a proportional basis with experience applicable to other patterns to meet the total experience requirement.

Either I

Six months of experience performing the duties of a Business Service Officer II (Specialist or Supervisor).

Or II

One year of experience performing the duties of:

1. a Staff Services Analyst, Range C
2. a Business Service Officer I (Specialist or Supervisor).

(Persons applying experience toward this pattern must have had a full-time assignment in California state service performing technical business services work.)

Or III

Three years of progressively responsible analytical experience above Trainee level in business or administrative services, budget, or management systems analysis, one year of which shall have included responsibility for conducting detailed analysis requiring the preparation and submission of findings with recommendations. (Experience in California state service applied toward this requirement must include one year performing analytical duties of a class comparable in level of responsibility to that of Staff Services Analyst, Range C.)

(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.)

DEFINITION OF TERMS

The words "**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.)

POSITION DESCRIPTION

Employees in this class perform independently more difficult, responsible and complex technical and analytical work in business and administrative services area. Act as leadperson for lower level business services staff and do other related work.

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. Methodology of analysis as it applies to various business management issues.
2. The principles of organizing and managing workload and/or projects as it relates to business management activities.
3. The principles and practices of property acquisition, contract administration, specification writing, financial record keeping, office layout, purchasing and building/facilities management as it relates to daily activities.

CONTINUE TO THE NEXT PAGE

ASSOCIATE BUDGET MANAGEMENT ANALYST

Page 3 of 4

EXAMINATION INFORMATION (Continued)

KNOWLEDGE OF(Continued):

4. The State Administrative Manual (SAM) in order to apply relevant provision to work tasks.
5. Department of Justice policies and procedures as specified in the Department of Justice Administrative Manual and Administrative Management Bulletins.
6. Principles and processes for providing customer and personal services, including needs assessment, meeting quality standards, and evaluation of customer satisfaction.

SKILL TO:

1. Orally communicate in a courteous, professional manner with a variety of individuals in order to exchange information and/or assign or accept work
2. 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.
3. Interpret and analyze information in order to draw valid and supportable conclusions.
4. Organize and prioritize one's workload to meet established deadlines and ensure the most important tasks are completed.
5. Apply the relevant rule or procedure to a given set of facts or data.
6. Time management skill to manage one's own time in order to effectively complete assignments.

ABILITY TO:

1. Reason logically in order to develop alternatives, strategies, and/or plan the development of a project.
2. Work cooperatively with individuals with a variety of backgrounds and capabilities on a one-on-one basis.
3. Attention to detail ability in order to perform work in an accurate and thorough manner.
4. Communicate information and ideas orally in clear voice using appropriate tone and volume.
5. Successfully complete multiple projects simultaneously (i.e., multi-task) within appropriate timeframes while maintaining a high level of work product.

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.

CONTINUE TO THE NEXT PAGE

ASSOCIATE BUDGET MANAGEMENT ANALYST

Page 4 of 4

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