State *of* California
Department *of* Justice

Office *of the* Attorney General

P.O. BOX 944255
Sacramento, CA 94244-2550

Examination Bulletin

ASSOCIATE PERSONNEL ANALYST

EXAM CODE:	*4JUAB*
EXAM TYPE:	*PROMOTIONAL – CONTINUOUS*
SPOT LOCATION:	*SACRAMENTO*
SALARY INFORMATION:	*$4,600 - $5,931** ***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.***
CLASS & SCHEM CODE:	*5142/KY90*

EQUAL EMPLOYMENT & DRUG FREE STATEMENTS

The state of California is 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.

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 governing civil service and the special trust placed in public servants.

WHO CAN APPLY

Persons who meet the minimum qualifications by the announced cut-off date. All applicants must meet the education and/or experience requirements by the cut-off date located on the Examinations Page of the OAG website (oag.ca.gov). Employees who have limited-term appointments 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 employee of the legislature for two or more years as defined in government code (GC) section 18990; OR

2) A current or former non-elected exempt employee of the executive branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in GC section 18992; OR

3) Persons 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.

CONTINUOUS TESTING

The testing office will accept examination packets continuously throughout the year. However, this examination is only administered **biannually, in November and May,** though dates are subject to change based on testing needs. Applications will be accepted throughout the year, but exam appointments will not be scheduled outside of these time periods. Applications will be reviewed to ensure the minimum requirements for participation in this exam are met. Possession of the entrance requirements does not assure a place on the eligible list. Once you have taken the examination, you may not retest for **12 MONTHS** from the established list date.

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.

ELIGIBLE LIST INFORMATION

A promotional eligible list will be established for the Department of Justice. The names of successful competitors will be merged on the list in order of final scores, regardless of date. Competitors' eligibility will expire **12 MONTHS** after it is established unless the needs of the service and conditions of the list warrant a change in this period.

CUT-OFF DATE

Examination applications (form STD 678) must be postmarked (U.S. mail) or personally delivered no later than the cut-off date located on the Examinations Page of the OAG website (oag.ca.gov). Applications must also have an original signature.

APPLICATIONS POSTMARKED OR PERSONALLY DELIVERED AFTER THE CUT-OFF DATE WILL NOT BE PROCESSED UNTIL THE NEXT ADMINISTRATION (PLEASE SEE THE "CONTINUOUS TESTING" SECTION FOR MORE INFORMATION).

MINIMUM QUALIFICATIONS

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-month 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 the 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.)

POSITION DESCRIPTION

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

DEFINITION OF TERMS

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 a Staff Services Analyst, Range C" 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 Staff Services Analyst, Range C.

"Technical personnel work" includes assignments such as classification and pay, testing and selection, health and safety/risk management, recruitment, labor relations, position control, or other assignments requiring independent responsibility for analyzing and recommending decisions on complex personnel problems.

Personnel Liaisons at the Staff Services Analyst, 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 complex personnel matters.

EXAMINATION INFORMATION

In order to obtain a position on the eligible list, applicants must receive a minimum rating of 70% on the examination. This exam will consist of the following:

TRAINING AND EXPERIENCE NARRATIVE – 75%

The Training and Experience Narrative consists of pre-determined, job-related questions and will require candidates to submit typed responses. A panel of subject matter experts will evaluate the competitor's response to each question using pre-determined rating and scoring criteria. The questions will be mailed out to each candidate who meets the minimum qualifications with the notice to appear for the presentation portion of the exam. Written exam submissions must solely be the candidate's work product. Candidates are not to receive any coaching or assistance and supervisors are not to review, edit or make suggestions.

ORAL PRESENTATION & FOLLOW-UP QUESTIONS – 25%

The Oral Presentation will require candidates to deliver a presentation to a panel of subject matter experts. The prompt and requirements regarding this phase of the examination will be mailed two weeks prior to the examination date to all candidates who meet the minimum qualifications. The presentation will be rated using pre-determined, standardized rating criteria. In addition, the panel will be asking standardized follow-up questions regarding the presentation. Responses to the follow-up questions will be included in the scoring of the Oral Presentation.

KNOWLEDGE, SKILLS, & ABILITIES

The training & experience narrative, and the oral presentation and follow up questions will measure the following:

KNOWLEDGE OF

1. The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
2. Principles and processes for providing customer and personnel services.
3. Principles, process, and trends of public administration, organization and management as related to the personnel program.

ABILITY TO

1. Conduct oneself in a professional manner.
2. Communicate orally and/or in writing to present ideas and information.
3. Perform research to apply to personnel program functions.
4. Interpret and apply laws, rules, regulations, policies, procedures, MOUs, etc.as it applies to the personnel program functions.
5. Independently analyze data and present ideas and information effectively, both orally and in writing.
6. Independently analyze and solve difficult technical personnel problems as related to all personnel matters.
7. Reason logically to develop alternatives, strategies, and/or plan the development of a project.
8. Analyze data as it relates to personnel program functions.
9. Perform research in various personnel fields.
10. Conduct oral presentations to groups of individuals.
11. Assume and demonstrate independent responsibility for decisions and actions having broad Implications on various aspects of personnel management.

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' PREFERENCES

Veteran's preferences **do not** apply for this examination

CAREER CREDITS

Career credits **do not** apply for this examination.

FILING INSTRUCTIONS

To apply for this examination, please complete and return the following:

- Standard State Employment Application (Form STD 678)
- Conditions of Employment (Form 631)
- Official school transcripts(if applicable to meeting minimum qualifications): *Candidates unable to obtain official transcripts before the cut-off date may submit unofficial transcripts for the examination process. However, candidates will be required to submit official transcripts upon appointment to a position.*

MAILING ADDRESS:

DEPARTMENT OF JUSTICE
TESTING & SELECTION UNIT
ATTN: ASSOCIATE PERSONNEL ANALYST
P.O. BOX 944255
SACRAMENTO, CA 94244-2550

FILE-IN-PERSON:

DEPARTMENT OF JUSTICE
TESTING & SELECTION UNIT
ATTN: ASSOCIATE PERSONNEL ANALYST
1300 "I" STREET, SUITE 740
SACRAMENTO, CA 95814

DO NOT SUBMIT APPLICATIONS

- **TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES (CalHR)**
- **THROUGH EMAIL**
- **THROUGH FAX**
- **THROUGH INTER-AGENCY MAIL**

CONTACT INFORMATION

Any questions regarding the minimum qualifications, applying for the examination, being scheduled for the examination, reasonable accommodations, the examination components, scoring, etc., may be directed to the contact information below:

PHONE NUMBER: *916-324-5039*
FAX NUMBER: *916-445-1218*
EMAIL ADDRESS: *TSU@DOJ.CA.GOV*

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, seven days prior to the 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 California Department of Human Resources Offices (www.jobs.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: Tests will be given in such places in California as the number of candidates and conditions warrant. Tests are not always given where positions currently exist.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub divisional promotional, 2) departmental promotional, 3) multi departmental promotional, 4) service wide 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 the ability to work cooperatively with others; and a state of health consistent with the performance of 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 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: Pursuant to Government Code Section 18973.1, effective January 1, 2014, as follows: 1. Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for veteran's preference. 2. An entrance examination is defined, under the law, as any open competitive examination. 3. Veterans Preference is not granted once a person achieves permanent civil service status.

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, non-promotional 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)

Department of Justice, Office of the Attorney General
Office of Human Resources, Testing & Selection Unit
1300 I Street, Sacramento, CA 95814
916-324-5039
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
ASSOCIATE PERSONNEL ANALYST FORM 631
CONTINUOUS - PROMOTIONAL - SACRAMENTO

CONDITIONS OF EMPLOYMENT

IDENTIFICATION #:_____
(Personnel Office Use ONLY)

NAME: _____ (PLEASE PRINT)
Last First M.I.

If you are successful in the above examination, your name will be placed on the active list, and certified to fill vacancies according to the conditions you have specified on this form. If you are unable to accept employment, or do not reply to contacts from the department your name will be placed on the inactive list for this classification.

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PLEASE INDICATE THE TYPE OF APPOINTMENT(S) YOU WILL ACCEPT

Please Check Your Choice(s):

- ☐ **(D) Permanent - full time <u>only</u>.**
- ☐ **(R) Permanent - part time or intermittent, AND**
  Temporary - full time, part time, or intermittent.
- ☐ **(A) All of the above**

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NOTE: PLEASE NOTIFY THE DEPARTMENT OF JUSTICE/ TESTING AND SELECTION UNIT, IN WRITING, OF ANY CHANGE IN YOUR ADDRESS OR AVAILABILITY FOR EMPLOYMENT.

DEPARTMENT OF JUSTICE
TESTING & SELECTION OFFICE
1300 "I" STREET
SACRAMENTO, CA 95814