



# CALIFORNIA STATE TREASURER'S OFFICE

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. STO complies with the Americans with Disability Act (ADA).

## ASSOCIATE PERSONNEL ANALYST

### 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 and Advanced Transportation Financing Authority  
CA Debt and Investment Advisory Commission  
CA Debt Limit Allocation Committee  
CA Educational Facilities Authority  
CA Health Facilities Financing Authority  
CA Pollution Control Financing Authority  
CA School Financing Authority  
CA Tax Credit Allocation Committee  
Scholarshare Investment Board  
Achieving a Better Life Experience Act Board

**FINAL FILING DATE: NOVEMBER 22, 2016**

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

#### EDUCATION & EXPERIENCE EXAM – NO INTERVIEW

Interviews will not be conducted for this examination. The entire examination will consist of an evaluation of each candidate's experience and education.

**SALARY RANGE:** \$4600 - \$5758

#### 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.

**NOTE: Applicants applying under Government Code § 18991 must provide documentation of retirement or honorable discharge from the United States Military, with a copy of your DD214.**

#### EMPLOYMENT REQUIREMENTS:

Prior to appointment, persons successful in this exam will be required to undergo a background investigation, which 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.

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 California state service performing technical personnel work.)

#### Or II

Experience: Either

1. 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
2. Three years of progressively responsible technical experience 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.)

**SEE REVERSE SIDE FOR ADDITIONAL INFORMATION**

**THE POSITION**

Under general direction, on the staff of the Personnel Board or in an operating agency, this position performs the more responsible, varied and complex technical work of the State personnel management program; to advise and assist operating officials; to act as leadperson for other staff personnel; and to do other related work. Positions exist in Sacramento.

**EXAMINATION INFORMATION:**

Currently completion and submittal of the state application (Form 678) by the final filing date will constitute the entire examination. The applications will be evaluated and scored based on a set of rating criteria. To obtain a position on the eligible list, applicants must achieve a minimum rating of 70 percent.

**NOTE:** If conditions warrant, this examination may utilize a qualifications appraisal interview (QAP) depending upon the size of the candidate pool.

**Education & Experience - Weighted 100%****Scope:**

- A. Knowledge of:
1. Applying principles and practices of public personnel management.
  2. Classification and pay principles used in analyzing and describing positions, establishing proper salary levels, and conducting classification and pay surveys.
  3. Techniques of employee recruitment.
  4. Employee relations and performance evaluation.

5. Test construction and source of test materials.
  6. Principles, practices and trends of public administration, and organization and management.
- B. Skill in:
1. Applying principles and practices of public personnel management.
- C. 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. Appraise qualifications of applicants and interview effectively.
  6. Maintain the confidence and cooperation of others.
  7. Analyze data and present ideas and information effectively.
  8. Train and supervise subordinates.
  9. Assume and demonstrate independent responsibility for decisions and actions having broad implications on various aspects of personnel management.

**ELIGIBLE LIST INFORMATION:**

A departmental promotion eligible list will be established for the department(s) listed above. The list will be abolished 12 months after it is established unless the conditions of the list warrant a change in this period.

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

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**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 State Personnel Board offices, 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 law 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) service-wide 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.

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**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.