



CALIFORNIA STATE TREASURER'S OFFICE

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.

TREASURY PROGRAM MANAGER III

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 EDUCATION FACILITIES AUTHORITY
CA POLLUTION CONTROL FINANCING AUTHORITY
CA HEALTH FACILITIES FINANCING AUTHORITY
CA SCHOOL FINANCING AUTHORITY
SCHOLARSHARE INVESTMENT BOARD
CA DEBT AND INVESTMENT ADVISORY COMMISSION
TAX CREDIT ALLOCATION COMMITTEE
CA DEBT LIMIT ALLOCATION COMMITTEE
CA ALTERNATIVE ENERGY AND ADVANCED
TRANSPORTATION FINANCING AUTHORITY
CA ACHIEVING A BETTER LIFE EXPERIENCE ACT BOARD
CA SECURE CHOICE RETIREMENT SAVINGS
INVESTMENT BOARD

FINAL FILING DATE: NOVEMBER 24, 2020

Applications (Form 678) must be POSTMARKED no later than the final filing date. Applications postmarked after the final filing date will not be accepted for any reason.

Applications may be filed in person or by mail with the:

State Treasurer's Office
915 Capitol Mall, Room 538
Sacramento, CA 95814
Attn: Testing Office
(916) 653-3100

Applications may be submitted via email at: applications@sto.ca.gov. Please include the exam title in the subject line. Emailed applications must be received prior to 11:59PM on the final filing date.

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD.

If you have a disability and need special testing arrangements, 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.

It is anticipated that interviews will be held during **December 2020/January 2021**.

SALARY RANGE: \$8581 - \$9745

NOTE: Salaries do not reflect recent changes necessitated by the unanticipated budget shortfalls arising from the COVID-19 pandemic. Information for actual reductions of salaries is available in the Human Resources Manual, Section 2113, Personal Leave Program (PLP) at <http://hrmanual.calhr.ca.gov/Home/ManualItem/1/2113>.

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.

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either I" Or "II" Or "III" etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I and additional experience amounting to 50% of the required time of Pattern II may be admitted to the examination as meeting 100% of the overall experience requirement.

EITHER I

EXPERIENCE: One year of experience in California State service performing the duties of a Treasury Program Manager II.

OR II

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

EXPERIENCE: Broad and extensive (more than five years) responsible management experience in the trust or investment department of a governmental agency or financial institution involving the evaluation, cashing, and transfer of bonds and securities, or in the purchase and sale of securities, or maintaining the cash position, at least two year of which shall have included supervisory responsibilities. (Experience in California State service applied toward this requirement must include one year at a level equivalent to Treasury Program Manager II). **AND**

EDUCATION: Equivalent to graduation from college, preferably with specialization in Accounting, Business Administration, Economics, or Finance. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

Applicants who are within six months of satisfying the experience or education requirements will be admitted to the examination, but they must fully meet the experience or education requirements before being eligible for appointment.

THE POSITION

The Treasury Program Manager III is the highest level in the Treasury Program Officer/Manager series. In addition to having full supervisory and management responsibilities, the incumbent also functions as Assistant Chief in the Trust Services Division of the Treasurer's Office. The incumbent typically works closely with other divisions and organizations including various financing authorities and commissions providing program expertise in the most complex areas which usually involve the sales and servicing of bonds, and trust services relating to securities.

Positions exist in Sacramento.

EXAMINATION INFORMATION

This examination will consist of a qualifications appraisal interview weighted 100%. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview. **COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

Qualifications Appraisal Interview - Weighted 100.00%

Scope:

A: Knowledge of:

1. Basic principles and procedures of general accounting, public finance, governmental accounting, and financial record keeping.
2. Functions and operations of the State Treasurer's Office.

3. Computer systems and standard applications software including word processing, spreadsheet and data base programs.
4. Principles and practices of effective public personnel administration and formal and informal aspects of the legislative process.
5. The Office's Equal Employment Opportunity Program objectives.
6. A supervisor's role in the Equal Employment Opportunity Program and the processes available to meet equal employment opportunity objectives.
7. A supervisor's role in the State Labor Relations Program and the processes available to meet labor relations objectives.
8. The principles and practices of State employee contract administration.

B. Ability to:

1. Gather, organize, and summarize financial data.
2. Analyze data and situation accurately and adopt an effective course of action.
3. Learn to utilize computer systems and standard software applications in the performance of financial and analytical work.
4. Establish and maintain cooperative working relationships with those contacted.
5. Speak and write effectively.
6. Act as liaison between the Treasurer's Office and other State and local agencies and private organizations.
7. Negotiate with other governmental and private agencies.
8. Organize and direct the work of others.
9. Develop standards, policies, and procedures for the programs and their operation.
10. Effectively contribute to the Office's equal employment opportunity objectives.
11. Coordinate program operation with that of other divisions and organizations.

SPECIAL PERSONAL CHARACTERISTICS – Ability to qualify for a fidelity bond.

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.

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 laws 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) servicewide 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.

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.