



STAFF ADMINISTRATIVE ANALYST (ACCOUNTING SYSTEMS)

Exam Code: 1MV24

Department:	Department of Motor Vehicles
Final Filing Date:	March 2, 2012
Type of Recruitment:	Departmental Promotional
Salary:	MONTHLY-RANGED-SALARY - \$5,079.00 to \$6,127.00
Employment Type:	Permanent Full-time Permanent Part-time Permanent Intermittent Limited Term Full-time Limited Term Part-Time Limited Term Intermittent
Exam Type:	State-wide

EEO

An equal opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

DRUG FREE WORK PLACE

It is an 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 SHOULD APPLY?

This is a departmental promotional examination for the Department of Motor Vehicles.

1. Applicants must have a permanent civil service appointment with the Department of Motor Vehicles or meet the provisions of State Personnel Board Rules 234 or 235 by the final filing date, in order to take this examination; or
2. Must be a current or former employee of the Legislature for two or more years as defined in Government Code 18990; or
3. Must be 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
4. Must be a person retired from the United State military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code 18991.

For applicants under Items 2, 3, or 4, if promotional examinations are given by more than one department for the same classification, the applicant must select one department in which to compete.

Persons applying using Veterans experience must submit a copy of their DD 214 with their Standard State Application (STD. 678).

FILING INSTRUCTIONS

The final filing date is **March 2, 2012**. Standard State Applications (STD. 678) must be submitted by the final filing date via one of the following two options: postmarked by the U.S. Postal Service or hand delivered to the Department of Motor Vehicles and placed in the Examination Drop Box **by 5:00 p.m.**

Standard State Applications (STD. 678) may be downloaded from the State Personnel Board's website at www.jobs.ca.gov. All applications/resumes must include "to" and "from" employment dates (month/day/year), time base, and official classification titles. Applications/resumes received without this information will be rejected.

Standard State Applications must be marked "Staff Administrative Analyst (Accounting Systems)" and submitted by the final filing date using one of the two options below:

Postmarked by mail to

Department of Motor Vehicles
Selection and Certification Unit
Staff Administrative Analyst (AS)
P.O. Box 932315, Mail Station G208
Sacramento, CA 94232-3150

OR

In person by 5:00 p.m. to:

Department of Motor Vehicles
Human Resources Branch
2570 - 24th Street
1st Floor Lobby - **Examination Drop Box**
Sacramento, CA 95818

Standard State Applications postmarked, personally delivered, or received via interoffice mail after the final filing date will not be accepted. Standard State Applications will not be accepted via email or fax.

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, please mark the appropriate box on the Standard State Application (STD. 678). You will be contacted about specific testing arrangements.

DEFINITION

"Performing duties of...." To meet this requirement, the applicant must have State service experience of appropriate type and length in a class at the same (or a higher) level of responsibility as the class specified.

ELIGIBLE LIST INFORMATION

A departmental promotional eligible list will be established for the Department of Motor Vehicles. The list will be abolished 12 months after it is established unless the needs of the service and/or conditions of the list warrant a change in this period.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

NOTE: 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 to meet the total experience requirement. Experience in California state service applied toward "Pattern II" must include at least one year of qualifying experience performing the duties of a class with a level of responsibility comparable to that described in the promotional pattern.

Either I

One year of experience in California state service performing duties of an Associate Administrative Analyst (Accounting Systems).

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION--CONTINUED

Or II

Experience: Four years of increasingly responsible technical experience in governmental, commercial, or public accounting performing any one or a combination of the following types of work:

1. Development and installation of varied accounting systems. **or**
2. Preparation of comprehensive and complex financial statements and tax returns. **or**
3. Directing or assisting in the direction of the accounting and budgetary work of a business concern or governmental agency. **or**
4. Analytical and critical examination of financial records and books of accounts of business concerns or governmental agencies.

(At least one year of the qualifying experience shall have been in the full-time development and installation of varied and complex accounting systems.) Experience in the California state service applied toward this requirement must include at least one year performing duties of a class with a level of responsibility equivalent to that of Associate Administrative Analyst (Accounting Systems). **And**

Education: Either

1. Equivalent to graduation from college, with specialization in accounting. **or**
2. Completion of either:
 - a. A prescribed professional accounting curriculum given by a residence or correspondence school of accountancy, including courses in elementary and advanced accounting, auditing, cost accounting, and business law. **or**
 - b. The equivalent of sixteen semester hours of professional accounting courses given by a collegiate-grade residence institution, including courses in elementary and advanced accounting, auditing, and cost accounting; and three semester hours of business law.

NOTE: If applying under Pattern II, your application must contain the following information on all accounting, auditing, business law, and related courses completed: Title, semester or quarter units, name of institution, and completion date.

POSITION DESCRIPTION

Under general direction, either (1) to act as a working supervisor over a small intradepartmental accounting systems unit which has responsibility for a major segment of a large, rapidly changing and complex accounting systems analysis program; or (2) to plan, organize, and direct the entire accounting systems staff in a department with a program of limited scope, dispersion, and complexity; and to do other related work.

Positions exist in Sacramento only.

EXAMINATION INFORMATION

This examination will consist of a Qualifications Appraisal Interview, weighted 100%. Candidates must achieve a minimum passing score of 70% in order to be placed on the eligible list.

It is anticipated that mandatory interviews will be held in March/April 2012

Interviews will be conducted in Sacramento County only

SCOPE OF EXAMINATION

QUALIFICATIONS APPRAISAL INTERVIEW - WEIGHTED 100%

In addition to evaluating the competitors' relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor's knowledge and abilities listed below.

KNOWLEDGE AND ABILITIES

A. Knowledge of:

1. Accounting principles and practices.
2. Governmental accounting, budgeting, and fiscal management.
3. Uniform accounting system and the financial organization and procedures of the State of California.
4. Principles of organization, administration, and management.
5. Administrative survey principles and techniques.
6. Principles and techniques of personnel management and supervision.
7. Office methods and procedures.
8. Research techniques.
9. Statistical methods.
10. Principles and procedures of automatic data processing systems.
11. Departments Equal Employment Opportunity Program objectives.
12. A manager's role in the Equal Employment Opportunity Program and the processes available to meet equal employment opportunity objectives.

B. Ability to:

1. Direct effectively the work of technical, professional, and clerical assistants.
2. Establish and maintain cooperative relationships with representatives of public and private agencies.
3. Apply administrative survey and statistical techniques to the development of accounting and financial organization studies.
4. Prepare comprehensive reports and compile manuals of accounting procedures.
5. Speak and write effectively.
6. Analyze situations accurately and adopt an effective course of action.
7. Analyze data and draw sound conclusions.
8. Effectively contribute to the department's equal employment opportunity objectives.

VETERANS PREFERENCE

Veterans' Preference Points **will not** be granted for this examination, because it does not meet the requirements to qualify for Veterans' Preference Points.

CAREER CREDITS

Career Credits **will not** be added to the final score of this examination.

DISCLAIMER

Please click on the link below to review the official California State Personnel Board class specification:

<http://spb.ca.gov/jobs/resources/jobspecs.htm>

GENERAL INFORMATION

For an examination with a written feature, it is the candidates responsibility to contact the Department of Motor Vehicles, Selection and Certification Unit at (916) 657-7553, 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 Motor Vehicles, Selection and Certification Unit at (916) 657-7553, three weeks after the final filing date if he/she has not received his/her notice.

If a candidate's notice of oral interview or Performance Test fails to reach him/her three days prior to their scheduled appointment due to a verified postal error, he/she will be rescheduled upon written request.

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. However, locations of interviews or performance evaluations may be limited or extended as conditions warrant.

Standard State Applications are available at www.jobs.ca.gov, State Personnel Board offices, local offices of the Employment Development Department and the testing department on this job bulletin.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not ensure a place on the eligible list. Your performance in the examination is compared to established rating criteria. All candidates who pass are ranked according to their scores.

The Department of Motor Vehicles 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.

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.

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 must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

Criminal Record Clearance Information: Some positions, within various divisions of the Department of Motor Vehicles, are subject to fingerprinting and criminal records check requirements. The Department of Justice and Federal Bureau of Investigations will complete this check. Applicants will be notified during the hiring process if the position is affected by the criminal records clearance procedure. Criminal record clearance is a condition of employment in positions affected by this procedure.

If Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment and military veterans that meet all the minimum qualifications. 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, at the State Personnel Board office or www.jobs.ca.gov.

If High School Equivalence is required: 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 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.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device
California Relay Telephone Service for the deaf or hearing impaired
from TDD Phones: 1-800-735-2929 from Voice Phones: 1-800-735-2922

UPON REQUEST, THIS DOCUMENT CAN BE PRODUCED IN BRAILLE OR LARGE PRINT.

Bulletin Release Date: February 9, 2012

TS/TS