



## PERSONNEL SPECIALIST

**Class Code: 1303 - Exam Code: 1PB12**

**Department(s): State of California**

**Opening Date: June 30, 2011**

**Final Filing Date: Continuous**

**Type of Examination: Servicewide, Open**

### EEO

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right of 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.

### DRUG FREE STATEMENT

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?

Candidates who meet the Minimum Qualifications as stated on this bulletin may apply for and take this Qualifications Assessment Examination at any time.

**Once you have taken the Qualifications Assessment Examination, you may not retake it for nine (9) months.**

### FILING INSTRUCTIONS

**Final File Date:** Continuous

**Where to Apply:** Click on the exam link at the bottom of this bulletin

### SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special assistance or special testing arrangements, contact the California Department of Human Resources (CalHR), Examination Services at (866) 844-8671, or via the California Relay Service for the Deaf or Hard of Hearing at (800) 735-2929 from TTY Phones and (800) 735-2922 from voice phones.

Personnel Specialist (Range A&L) \$2720 - \$3405 per month

Personnel Specialist (Range B&M) \$3129 - \$3920 per month

Personnel Specialist (Range C&N) \$3239 - \$4056 per month

Personnel Specialist (Range D&O) \$3498 - \$4380 per month

[Alternate Range Criteria Term and Definition](#)

## ELIGIBLE LIST INFORMATION

An OPEN, SERVICE WIDE eligible list will be established by the California Department of Human Resources for use by other State departments. The names of successful competitors will be merged onto the eligible list in order of final scores regardless of test date. **Eligibility expires twelve (12) months after it is established.** Competitors must then file and retake the Qualifications Assessment Examination to reestablish eligibility.

## REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

**NOTE: All applicants must meet the education and/or experience requirements as stated on this examination announcement.**

## MINIMUM QUALIFICATIONS

### PERSONNEL SPECIALIST

(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, II, or III, etc. For example, candidates' possessing qualifying experience amounting to 50 percent of the required time of Pattern I, and additional experience amounting to 50 percent of the required time of Pattern II, may be admitted to an examination as meeting 100 percent of the overall experience requirement.)

#### EITHER 1

One year of experience in the California state service performing office duties at a level of responsibility equivalent to an Office Assistant, Range B.

#### OR 2

Two years of office experience. [Academic education above the 12th grade may be substituted for one year of the required general experience on the basis of either (a) one year of general education being equivalent to three months of experience; or (b) one year of education of a business nature being equivalent to six months of experience.]

## POSITION DESCRIPTION

The Personnel Specialist is a multi-range level class, spanning entry through advanced journey levels. Incumbents in the Personnel Specialist class are regularly required to apply State laws and departmental and control agency rules and regulations, and bargaining unit provisions pertaining to a variety of personnel transactions in the areas of personnel record keeping, certification, payroll, and personnel documents processing and related personnel transactions functions.

Positions are located in various departments throughout the State of California.

## EXAMINATION INFORMATION

### Qualifications Assessment – Weighted 100%

The examination will consist of a Qualifications Assessment Examination, which is the sole component of the Personnel Specialist exam. To obtain a position on the eligible list, a minimum score of 70% must be attained. An applicant will receive his/her score upon completion of the Qualifications Assessment Examination.

Please Note: The below link is not to access and apply to take the Personnel Specialist Examination. It is only a preview of the questions.

[Click here to preview the Personnel Specialist Qualifications Assessment questions](#)

## KNOWLEDGE AND ABILITIES

### Knowledge of:

1. Current office methods, procedures, equipment, and basic math principles.

### Ability to:

1. Think logically, multitask, and apply laws, rules, regulations, and bargaining contract provisions concerning personnel transactions.
2. Independently interpret and use reference material.
3. Give and follow directions.
4. Gather data.
5. Design and prepare tables, spreadsheets, and charts.
6. Advise employees of their rights.
7. Consult with supervisors on alternative actions which they may take on various transaction situations.
8. Communicate effectively.
9. Operate a computer keyboard/terminal.
10. Establish and maintain cooperative working relations with those contacted during the course of the work.
11. Organize and prioritize work.
12. Create/draft correspondence.
13. Maintain personnel records.

### Additional Desirable qualifications:

Familiarity with automated systems.

## BENEFITS

1. Employer/employee paid health and dental insurance
2. Employer paid vision insurance
3. Paid Vacation/Sick/Annual Leave Benefits
4. 11 paid holidays
5. Employer paid disability insurance
6. Defined Benefit Retirement Program (upon vesting)
7. Employee paid deferred compensation program (401K and 457)

8. Flexible work schedules and work hours
9. Pre-tax reimbursement for medical care, child care and parking programs
10. Employee Assistance Program
11. Career development/professional advancement

## VETERANS' PREFERENCE

Veterans' Preference will be granted in this examination. Effective January 1, 2014, in accordance with Government Code 18973.1 and 18973.5, whenever any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligibility list. This section shall not apply to any veteran who has been dishonorably discharged or released.

## CAREER CREDITS

Career Credits will not be added to the final score of this examination, because it does not meet the requirements to qualify for Career Credits.

## CONTACT INFORMATION

If you have any questions concerning this announcement, please contact CalHR:

California Department of Human Resources  
1515 'S' Street, North Building, Suite 400  
Sacramento, CA 95811  
(866) 844-8671

California Relay (telephone) Service for the Deaf/Hearing Impaired:  
From TDD: (800) 735-2929, From Voice: (800) 735-2922

## DISCLAIMER

Please click on the link [class specification](#) to obtain the official Personnel Specialist class specification for your review.

## GENERAL INFORMATION

**Applications are available** at [www.jobs.ca.gov](http://www.jobs.ca.gov), and local offices of the Employment Development Department.

**If you meet the requirements** stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be rated against predetermined job-related rating, and all candidates who pass will be ranked according to their scores.

**The California Department of Human Resources** 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.

**Candidates needing special testing arrangements** due to a disability must mark the appropriate box on the application and contact the testing department.

**Hiring Interview Scope:** In a hiring interview, in addition to the scope described in this bulletin, the

panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight may 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. For more information, you may refer to the [classification specification](#).

**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.

**Veterans' Preference:** Effective January 1, 2014, in accordance with Government Code 18973.1 and 18973.5, Veterans' Preference will be awarded 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 Veterans' Preference. 2.) An entrance examination is defined, under the law, as any open competitive examination. And 3.) Veterans' Preference is not granted once a person achieves permanent civil service status.

Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application (Std. Form 1093), which is available [online](#), and at the Department of Veterans Affairs.

**Bulletin updated 07/07/2017**

#### **TAKING THE EXAM**

**When you click the link below, you will be directed to the Qualifications Assessment Examination. At the end of the Qualifications Assessment Examination, it will be instantly scored upon your request.**

**Once you have taken the Qualifications Assessment Examination, you may not retake it for nine (9) months.**

**[Click here to go to the Internet exam for Personnel Specialist](#)**