



## **Program Technician 2**

**Exam Code: 2PB30**

**Department:** State of California

**Exam Type:** Servicewide, Open

**Final Filing Date:** Cut off dates will be scheduled periodically

### **CLASSIFICATION DETAILS**

**Secretary – \$3144.00 - \$4054.00** per month

View the [Program Technician 2 classification specification](#)

### **APPLICATION INSTRUCTIONS**

Final Filing Date: Continuous

#### **Who Should Apply:**

Applicants who meet the minimum qualifications as stated on this bulletin may apply for and take this examination.

Once you have taken this examination, you may not retake it for **twelve (12)** months.

#### **How To Apply:**

Self-scheduling for this examination is offered on a first-come-first-served basis for each written examination date. Please be aware that, although seating is limited and scheduling will conclude once all seats are filled for a specific written examination date, additional self-scheduling dates and examination locations will be posted. If you schedule an examination date and do not appear, you will not be able to re-schedule for at least 6 weeks.

Check this bulletin regularly for future examination dates.

**On the self-scheduling date, please go to the “TAKING THE EXAMINATION” section of this bulletin to begin the scheduling process.**

## **Special Testing Arrangements:**

If you require special testing arrangements due to a verified disability or medical condition, please contact:

California Department of Human Resources  
CalCareer Service Center  
1810 16<sup>th</sup> Street  
Sacramento, CA 95814

Phone: (866) 844-8671

Email: [CalCareer@CalHR.CA.GOV](mailto:CalCareer@CalHR.CA.GOV)

California Relay Service: 7-1-1 (TTY and voice)

TTY is a Telecommunications Device for the Deaf, and is reachable only from phones equipped with a TTY Device

## **MINIMUM QUALIFICATIONS**

All applicants must meet the education and/or experience requirements as stated on this examination bulletin to be accepted into the examination. Part-time or full-time jobs, regardless of whether paid or volunteer positions, and inside or outside California state service will count toward experience.

### **Program Technician 2**

#### **Either I**

In the [California state service](#), either: (a) 18 months of experience performing duties equivalent in level of responsibility to the class of Program Technician; or (b) 24 months of experience performing duties equivalent in level of responsibility to the class of Office Assistant. (Applicants who have completed all but six months of service performing the duties, as specified above, will be admitted to the examination, but they must complete the total required months of this experience before they can be eligible for appointment.)

#### **Or II**

[Two years of experience in a governmental or private agency performing duties with program responsibilities](#) equivalent in level to those of the departmental program in the State of California for which the examination is being administered. (Experience applied toward this requirement must include at least 18 months in a position equivalent in [level of responsibility to the California state civil service class of Program Technician.](#))

## **POSITION DESCRIPTION**

### **Program Technician 2**

This is the journey level for this series for the more difficult program specialist work. Under general supervision, incumbents either: (1) review and/or process detailed and technical forms, files, etc., associated with multiple departmental programs or program areas; (2) review and/or process forms, files, etc., associated with a departmental program which requires especially detailed knowledge of the program so that difficult calculations can be made and/or processing can be done in cases where guidelines are not clear; (3) provide sensitive and detailed program information and/or direction to the public, employees, other public jurisdictions, or clients as a significant part of their duties; or (4) any combination of the above. Work is subject to occasional review.

## **EXAMINATION SCOPE**

This examination consists of the following components:

Multiple Choice Written Examination – Weighted 100% of the final score

The examination will consist solely of a multiple choice, written examination designed to evaluate knowledge in the areas of:

1. Arithmetic Calculations
2. Written Communication
3. Reading Comprehension

This examination will also allow for the use of calculators, and these will be issued to the candidates on the written examination date by the California Department of Human Resources. The use of a candidate's personal calculator will not be permitted.

A final score of 70% must be attained to be placed on the eligible list.

In addition to evaluating applicants' relative knowledge, skills, and ability, as demonstrated by quality and breadth of education and/or experience, emphasis in each examination component will be on measuring competitively, relative job demands, each applicant's:

Knowledge of:

1. Modern Office methods, equipment, and procedures
2. Appropriate laws, rules, regulations, and policies of the State of California governing the program area(s) for which the examination is being administered

Ability to:

1. Perform clerical and technical work
2. Follow directions

3. Evaluate situations accurately, and take effective action
4. Learn and apply laws, rules and regulations, procedures, and policies
5. Make arithmetic calculations with speed and accuracy
6. Read and write English at a level required for successful job performance
7. Meet and tactfully deal with the public, co-workers and/or clients, either face-to-face or by telephone

## ELIGIBLE LIST INFORMATION

A servicewide, open eligible list for the **Program Technician 2** classification will be established for the State of California (all State of California departments, statewide).

The names of successful competitors will be merged onto the eligible list in order of final score regardless of examination date. Eligibility expires **twenty-four (24) months** after it is established. Applicants must then retake the examination to reestablish eligibility.

Veterans' Preference will be granted for this examination. In accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, or widow or widower of a veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligible list.

Veterans status is verified by the California Department of Human Resources (CalHR). Information on this program and [the Veterans' Preference Application](#) (Std. form 1093) is available online. Additional information on veteran benefits is available at the Department of Veterans Affairs.

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

## PREPARING FOR THE EXAMINATION

Here is a list of suggested resources to have available when applying for the examination.

**Employment History:** Employment dates, job titles, organization names and addresses, names of supervisors or persons who can verify your job responsibilities, and phone numbers of persons listed above.

**Education:** School names and addresses, degrees earned, dates attended, courses taken (verifiable on a transcript), persons or office who can verify education, and phone numbers of persons or offices listed above.

**Training:** Class titles, certifications received, names of persons who can verify your training, and phone numbers of persons listed above.

## **TAKING THE EXAMINATION**

**You must schedule yourself to participate in this written examination.** Self-scheduling for this examination is offered on a first-come-first-served basis for each written date. Although seating is limited and scheduling will conclude once all the available seats are filled for a specific written examination date, additional self-scheduling dates and test locations will be posted in the future.

**SELF-SCHEDULING OPENS: October 1, 2019 @ 10:00 AM**

**EXAMINATION DATE: October 16, 2019**

**LOCATION(s): Richmond (Contra Costa County)**

**AND**

**SELF-SCHEDULING OPENS: October 8, 2019 @ 10:00 AM**

**EXAMINATION DATE: October 12, 2019**

**LOCATION: Galt (Sacramento County)**

**AND**

**SELF-SCHEDULING OPENS: October 15, 2019 @ 9:00 AM**

**EXAMINATION DATE: October 19, 2019**

**LOCATION: Fresno**

**SCHEDULE the Program Technician 2 written examination.**

**It is the candidate's responsibility to print their "Notice to Appear" and present the notice on the date, time, and location of the scheduled examination.**

Please note: If you have a disability and need special testing arrangements, please select the Reasonable Accommodation box during the self-scheduling process.

## **TESTING DEPARTMENTS**

State of California (all State of California departments)

## CONTACT INFORMATION

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## EQUAL OPPORTUNITY EMPLOYER

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.

## GENERAL INFORMATION

Examination and/or Employment Application (STD 678) forms are available at the California Department of Human Resources, local offices of the Employment Development Department, and through your [CalCareer Account](#).

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 in this bulletin will be rated against a predetermined job-related rating, and all applicants who pass will be ranked according to their score.

The California Department of Human Resources (CalHR) 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 applicants will be notified.

**General Qualifications:** Applicants must possess essential personal qualifications including integrity, initiative, dependability, good judgement, the 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) 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 one to four years unless otherwise stated on the bulletin.

**High School Equivalence:** Equivalence to completion of the 12<sup>th</sup> 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 competitor 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.