

## NOTICE OF CORRECTION

DATE: **05/16/2016**

EXAM CODE: 30490KP

This amends the bulletin released 1/4/16.

EXAM TITLE: **Accounting Administrator II**

EXAM BASE: **Departmental Open**

DEPARTMENT: **State Compensation Insurance Fund**

LOCATION: **Spot (Pleasanton and San Francisco)**

FINAL FILING DATE: **Continuous**

The bulletin announcing the above examination is amended as follows:

**Final Filing Date: 05/30/2016**

**We regret any inconvenience this change may cause to candidates who have filed for this examination.**

**State Compensation Insurance Fund  
Human Resources Department**



**ACCOUNTING ADMINISTRATOR II  
(DEPARTMENTAL OPEN)  
9399-00104542-30490KP**

**Department(s):** State Compensation Insurance Fund  
**Opening Date:** 01/04/2016  
**Closing Date:** Continuous  
**Type of Recruitment:** Departmental Open  
**Monthly Salary Range:** \$5,688.00 to \$7,068.00  
**Employment Type:** Permanent Full-time  
Permanent Part-time  
Permanent Intermittent  
Limited Term Full-time  
Limited Term Part-Time  
Limited Term Intermittent  
**Exam Type:** Spot  
**Location:** Pleasanton and San Francisco

#### INTRODUCTION

This is a Departmental Open Spot examination for the State Compensation Insurance Fund.

#### EEO

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.

#### 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?

Applicants who meet the minimum qualifications as states below may apply for this examination at any time. Once you have taken the examination, you may not reapply for twelve (12) months.

#### FILING INSTRUCTIONS

**Final File Date:** Continuous

**Where to Apply:** A Standard State Application (STD 678) is required for this examination and can be submitted via the State Fund Jobs Online feature at [www.statefundca.com/careers/currentexams.asp](http://www.statefundca.com/careers/currentexams.asp).

Interested applicants must register for a State Fund Jobs Online login and password in order to complete and submit the required Standard State Application (STD 678). Applicants, who submit a State Fund Jobs Online exam application, will receive an e-mail containing a confirmation number.

FAXED, E-MAILED, OR HARD COPY STANDARD STATE APPLICATIONS (STD 678) WILL NOT BE ACCEPTED.

## SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special assistance or special testing arrangements, mark "yes" on Question #2 on the Standard State Application (STD 678) form. You will be contacted to make specific arrangements.

## ELIGIBLE LIST INFORMATION

**OPEN, MERGED** eligible lists will be established for Pleasanton and San Francisco. The names of successful competitors will be merged onto the eligible lists in order of final scores regardless of the test date. **Candidate's eligibility expires twelve (12) months after it is established.** Competitors must then retake the exam 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 as of the date the exam is taken.

## MINIMUM QUALIFICATIONS

### EITHER I

One year of experience in the California state service performing the duties of a professional accounting or auditing class equivalent in level to Accounting Administrator I (Specialist) or Accounting Administrator I (Supervisor).

### OR II

Experience: Five years of increasingly responsible professional accounting or auditing experience. For at least one year, this responsibility must have been at a level equivalent to supervising a staff in the operation of a complex accounting system. [Experience in the California state service applied toward this requirement must include at least one year performing the duties of a class at a level of responsibility not less than that of Accounting Administrator I (Specialist) or Accounting Administrator I (Supervisor).] (Experience in the California state service may be applied toward the total experience requirement on a proportional basis.) and

Education: Either:

1. Equivalent to graduation from college, with specialization in accounting; or
2. Completion of the equivalent of 45 semester units given by a collegiate-grade residence or correspondence institution, of which 24 units must include courses in financial accounting, managerial accounting, intermediate/advanced accounting, fund/governmental accounting, cost accounting, auditing, business law, computer applications/management information systems. (Persons who will complete course work requirements during the current quarter or semester will be admitted to the examination, but they must produce evidence of successful completion of the curriculum and the prescribed courses before they may be considered eligible for appointment.)

## POSITION DESCRIPTION

This is the full supervisory level in the series where the majority of the time is spent on administrative and supervisory activities. Positions at this level supervise a group of professional or analytical and semiprofessional accounting staff performing accounting and other fiscal related work or direct a variety of specialized or central control fiscal activities, typically through subordinate supervisors at the Accounting Administrator II (Supervisor) level.

This level, under general direction, either: (1) performs as the Chief Accounting Officer in a medium-complex or large-standard accounting office; or (2) performs as a multisection supervisor in a large-complex accounting office; or (3) performs as a sectional manager in a very large-complex accounting office.

## EXAMINATION INFORMATION

### TRAINING & EXPERIENCE (T&E) – WEIGHTED 100.00%

The sole component of the Accounting Administrator II (Supervisor) examination will consist of a T&E Examination. To obtain a position on the eligible list, a minimum score of 70% must be received.

**Applicants are required to respond to the T&E questions provided on this announcement.** For each listed knowledge,

skill, and ability statement within the T&E examination, candidates will need to provide the following:

- 1) Identify the one professional reference who can best verify the response you provide for each knowledge, skill, and ability statement (Within the T&E you will have an opportunity to pre-list up to five professional references and from this listing you will identify the one professional reference).
- 2) Identifying level of proficiency and experience rating.
- 3) Provide a brief narrative example for each knowledge, skill, and ability.

Any knowledge, skill, and ability statement missing a professional reference, level of proficiency rating, level of experience rating, or a brief narrative example will not be scored.

**All information applicants provide in this examination is subject to verification.**

To preview the T&E questions, [Click Here](#)

## EXAMINATION SCOPE

### TRAINING & EXPERIENCE (T&E) EXAMINATION – WEIGHTED 100.00%

Rankings will be determined based on the depth and breadth of professional education and experience beyond what is minimally required. Emphasis will be placed on measuring:

#### Knowledge of:

1. Accounting principles and practices.
2. Governmental accounting and budgeting.
3. Uniform accounting system and financial organization and procedures of the State of California and related laws, rules, and regulations.
4. Principles of business management, including office methods and procedures.
5. Principles of public finance.
6. Business law.
7. Principles and techniques of personnel management and supervision.
8. Planning, organizing, and directing the work of others.
9. The department's Equal Employment Opportunity Program objectives.
10. A manager's role in the Equal Employment Opportunity Program and the processes available to meet equal employment opportunity objectives.

#### Ability to:

1. Apply accounting principles and procedures.
2. Analyze data and draw sound conclusions
3. Analyze situations accurately and adopt an effective course of action.
4. Prepare clear, complete, and concise reports.
5. Make sound decisions and recommendations in regard to the professional accounting problems in maintaining control of a departmental budget.
6. Establish and maintain cooperative relations with those contacted in the work.
7. Speak and write effectively.
8. Plan, organize, and direct the work of others.
9. Effectively contribute to the department's equal employment opportunity program objectives.

## VETERANS PREFERENCE

Veterans Preference **will be** granted in this examination.

Effective January 1, 2014, in accordance with Government Codes 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). Information on "How to Apply for Veterans Preference" is listed below in the General Information section.

## CAREER CREDITS

Career Credits do not apply and will not be added to the final score of this examination.

## CONTACT INFORMATION

State Compensation Insurance Fund • Human Resources • Phone: 1.800.499.8668

For more information regarding this examination, visit [www.statefundca.com/careers/currentexams.asp](http://www.statefundca.com/careers/currentexams.asp)

## DISCLAIMER

Please click on the link below to review the official California Department of Human Resources class specification:

<http://www.calhr.ca.gov/state-hr-professionals/Pages/job-descriptions.aspx>.

## GENERAL INFORMATION

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

**If you meet the requirements** stated on this bulletin, 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 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.

**State Compensation Insurance Fund** 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.

**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.

**How to Apply for Veterans Preference:** The California Department of Human Resources (CalHR) has information on how to apply for Veterans Preference on their website at <https://jobs.ca.gov/Job/VeteransInformation> and on the Application for Veterans Preference form, [CalHR-1093](#). Additional information is also available at the Department of Veterans Affairs website at [www.calvet.ca.gov](http://www.calvet.ca.gov).

## STATE COMPENSATION INSURANCE FUND OFFICES

**Bakersfield**  
9801 Camino Media  
Bakersfield, CA 93311-1303

**Chatsworth**  
9419 Mason Avenue  
Chatsworth, CA 91311-5204

**Eureka**  
2440 Sixth Street  
Eureka CA 95501-0788

**Fresno**  
10 River Park Place East  
Fresno, CA 93720-1531

**Greater Bay Area/Pleasanton**  
5880 Owens Drive  
Pleasanton, CA 94588-3900

**Monterey Park**  
900 Corporate Center Drive  
Monterey Park, CA 91754-7618

**Redding**  
2175 Shasta View Drive  
Redding, CA 96003-8296

**Riverside**  
6301 Day Street  
Riverside, CA 92507-0902

**Rohnert Park**  
5900 State Farm Drive, Suite 200  
Rohnert Park, CA 94928-2122

**Sacramento Regional Office**  
2275 Gateway Oaks Drive  
Sacramento, CA 95833-3255

**San Francisco**  
333 Bush Street  
San Francisco CA 94104

**Santa Ana**  
1750 East Fourth Street  
Santa Ana, CA 92705-3929

**Stockton**  
3247 West March Lane  
Stockton CA 95219-2351

**Vacaville**  
1020 Vaquero Circle  
Vacaville, CA 95688-8804

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### Contact Information for California Department of Human Resources

**Attn: Examination Services**  
**1515 S Street, North Building, Ste 400**  
**Sacramento, CA 94244-2010**  
**(866) 844-8671**

**California Relay (Telephone) 1 (800-735-2929; (TTY) 1-800-735-2922 (Voice) TTY is a Telecommunications Device for the Deaf, and is reachable only from phones equipped with a TTY Device.**