



Executive Secretary 1

Exam Code: 3PB36

Department: State of California

Exam Type: Servicewide, Open

Final Filing Date: Cutoff dates will be scheduled periodically

To protect public health and safety as we respond to novel coronavirus (COVID-19), CalHR has postponed all CalHR (in-person) written exams until further notice. All eligibility lists for those referenced in-person examinations which have already expired, or are due to expire before the applicable examinations are available again—either in-person or online—will be extended for 12 months from the date of the last examination, or until a digital examination becomes available. CalHR is working diligently to digitize all in-person examinations. If an in-person examination is made available online, prior to the 12 month extension, CalHR will put in place a 90 day grace period effective the date the digital examination is made available, so that applicants can take the newly digitized examination and maintain their eligibility. We will continue to provide the public updated information as it becomes available. We appreciate your patience as we work to minimize new introduction of the virus and delay community spread.

CLASSIFICATION DETAILS

Executive Secretary 1 – \$3,533.00 - \$4,559.00 per month

View the [Executive Secretary 1 classification specification](#)

APPLICATION INSTRUCTIONS

Final Filing Date: Continuous

Bulletin Date: 7/23/2020

Who Should Apply:

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

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 date 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.

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

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 16th Street
Sacramento, CA 95814

Phone: (866) 844-8671

Email: 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 exam 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.

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Either 1

In the California state service, one year of experience performing secretarial duties at a [level of responsibility not less than that of Secretary](#).

Or 2

[Three years of experience in clerical work](#) at least one year of which shall have been in a responsible secretarial position performing a variety of difficult secretarial work. (Experience in California state service applied toward the special one-year requirement must be in a class with a level of responsibility not less than that of Office Technician.) [Academic education](#) above the twelfth 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 or commercial nature being equivalent to six months of experience. Students who are enrolled in the last semester or its equivalent of course work, which upon completion will fulfill these requirements, will be admitted to the examination, but they must submit evidence of completion before they can be considered for appointment.]

POSITION DESCRIPTION

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This is the advanced journey person level. Under direction of the administrator of a major subdivision of a large State agency or a comparable level executive. Incumbents perform difficult and responsible secretarial work and relieve the administrator of a variety of administrative and office details.

Positions at this level typically exist in major subdivisions or large field installations or large State agencies. The secretary's supervisor must have complex program responsibility requiring careful coordination of activities supervised a considerable amount of demanding personal contact with citizen groups and officials of other governmental agencies.

Positions are allocated to this level where the administrator who is the secretary's supervisor has delegated a substantial amount of administrative detail and non-routine work to the secretary. The potential for the level of delegated duties is directly related to the importance and responsibility of the position of the administrator, the nature and scope of the functions for which the administrator is responsible, and the level of public contacts.

EXAMINATION SCOPE

This examination consists of the following components:

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

The written examination is designed to evaluate a candidate's knowledge in the areas of:

1. Situational Judgment
2. Written Communication
3. Analysis

To obtain a position on the eligible list, a minimum score of 70% must be received.

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

Knowledge of:

1. Modern office methods, supplies, equipment and procedures with particular reference to the work involved in the office of an administrative official
2. Business English and correspondence.

Ability to:

1. Type at a speed of 45 words per minute
2. Read and write English at a level required for successful job performance
3. Direct the work of other support staff
4. Perform difficult clerical work
5. Keep difficult records
6. Make briefs of reports and correspondence and compose letters or reports independently or from instructions, utilizing a wide knowledge of vocabulary, grammar, and spelling
7. Perform minor administrative assignments independently
8. Handle with courtesy and tact a wide variety of public contacts both on the telephone and in person
9. Communicate effectively
10. Understand and carry out directions following a minimum of explanation
11. Analyze situations accurately and take effective action.

Special Personal Characteristics:

A demonstrated interest in assuming increasing responsibility; mature judgment; loyalty; poise; tact; and discretion.

Additional Desirable Qualifications:

Education equivalent to completion of the twelfth grade; ability to take dictation at 110 words per minute.

ELIGIBLE LIST INFORMATION

A servicewide, open eligible list for the Executive Secretary 1 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 exam date. Eligibility expires **twelve (12) 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 exam, 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 prior to 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 examination 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: November 12, 2019 @ 10:00 AM

Examination Dates: November 18, 2019 and November 19, 2019

Location: Sacramento

Schedule a written examination for the Executive Secretary 1 classification.

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

Please note: If you 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

California Department of Human Resources

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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 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 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.