



PERSONNEL SUPERVISOR I

Departmental Open

EXAM ID: 4TR55

Department(s):	Department of Transportation
Bulletin Release Date:	AUGUST 6, 2014
Final Filing Date:	CONTINUOUS FILING
Cut Off Date:	NOVEMBER 26, 2014
Salary:	MONTHLY-RANGED-SALARY - \$3,731.00 to \$4,671.00
Employment Type:	Permanent Full-time Permanent Part-time Permanent Intermittent Limited Term Full-time Limited Term Part-time Limited Term Intermittent
Exam Type:	SPOT Exam
Location(s):	Sacramento County

INTRODUCTION

Applications will be accepted on a continuous basis. Testing is considered continuous, as Supplemental Application Questionnaires will be scored as needed. Candidates may only establish eligibility in Sacramento County.

EEO

Caltrans strives to maintain a diverse workforce and be an equal opportunity employer to all regardless of political affiliation, race, religious creed, color, national origin, ancestry, disability, medical condition, marital status, sex, gender, gender identity, gender expression, age, or sexual orientation.

DRUG FREE STATEMENT

It is an objective of the state of California to achieve a drug-free 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 trust placed in public servants.

WHO SHOULD APPLY?

Candidates who meet the minimum qualifications as stated below may apply for this examination at any time. **Once you have submitted the Supplemental Application Questionnaire, you may not reapply for twelve (12) months.** All applicants must meet the education and/or experience requirements as stated on this examination announcement.

FILING INSTRUCTIONS

Applications (STD 678) and **Supplemental Application Questionnaire** must be received or postmarked no later than the final filling date. FAXED OR E-MAILED APPLICATIONS WILL NOT BE ACCEPTED. THE EXAMINATION TITLE MUST BE INDICATED ON THE APPLICATION.

FILE BY MAIL:

Department of Transportation
Exam Services (MS 86)
P.O. Box 168036
Sacramento, CA 95816-8036

FILE IN PERSON:

Department of Transportation
Exam Services (MS 86)
1727 30th Street, 1st Floor
Sacramento, CA 95816

SPECIAL TESTING ARRANGEMENTS

If you have a disability and wish to participate in one of our testing services, programs, or activities and require a specific accommodation, please mark the appropriate box for Question #2 on the Examination and/or Employment Application form. You will be contacted to make specific arrangements. TDD users may contact the California Relay Service TDD line at 1-800-735-2929, Voice line at 1-800-735-2922.

POSITION STATEMENT

This is the first supervisory level in the series and incumbents are responsible for one or more personnel transactions programs. Under general supervision, incumbents supervise a staff of Personnel Specialists performing personnel/payroll transactions functions. There may be functional supervision of lower-level Personnel Specialists in geographically separated locations. Incumbents develop and provide training and technical assistance to internal and departmental staff.

ELIGIBLE LIST INFORMATION

A Departmental Open spot eligible list will be established for the Department of Transportation in Sacramento County. The names of successful competitors will be merged onto the list in order of final scores, regardless of date. Competitor's eligibility will expire twelve (12) months after placement on the eligible list unless the conditions of the list warrant a change in this period.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

All applicants must meet the education and/or experience requirements for this examination by the cutoff date listed on this bulletin. Your signature on the application indicates that you read, understand and possess the minimum qualifications required, and that the information provided is true and complete to the best of your knowledge. Unsigned applications will be not be accepted.

All applications must include: “to” and “from” dates (month/day/year), time base, civil service or private sector titles, and the duties performed.

MINIMUM QUALIFICATIONS

One year of experience in the California state service performing the duties of a Personnel Specialist, Range D, Senior Personnel Specialist, or Personnel Services Supervisor I.

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

<http://www.calhr.ca.gov/state-hr-professionals/pages/1303.aspx>

EXAMINATION INFORMATION

This examination will consist of a Supplemental Application Questionnaire weighted 100%. In order to obtain a position on the eligible list, a minimum score of 70% must be attained.

Click [HERE](#) to view a copy of the Supplemental Application Questionnaire.

NOTE: If conditions warrant, this examination may utilize an evaluation of each candidate’s experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care in accurately and completely filling out the application. List all experience relevant to the “Requirements for Admittance to the Examination” shown on this announcement, even if that experience goes beyond the seven-year limit printed on the application.

KNOWLEDGE AND ABILITIES

Knowledge of:

1. Current office methods, procedures, equipment, and basic math principles
2. Laws, rules and regulations and bargaining contract provisions affecting personnel record keeping, personnel transactions, payroll, and certification processes used in State departments
3. Supervisor’s responsibility for promoting equal opportunity in hiring and employee development and promotion and for maintaining a work

environment that is free of discrimination and harassment

Ability to:

1. Think logically
2. Multitask
3. Apply laws, rules, regulations, and bargaining contract provisions concerning personnel transactions
4. Independently interpret and use reference material.
5. Give and follow directions
6. Gather data
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 work
11. Organize and prioritize work
12. Create/draft correspondence
13. Maintain personnel record
14. Coordinate a variety of personnel/payroll transactions
15. Research critical transactions and recommend alternative solutions
16. Plan, organize, direct, and evaluate the work of staff
17. Analyze work processes, evaluate suggestions, and develop and implement effective courses of action
18. Effectively present ideas and recommendations
19. Develop staff and assess training and developmental needs
20. Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment
21. Provide one-on-one or group training as needed
22. Maintain confidentiality

SPECIAL PERSONAL CHARACTERISTICS

Integrity

ADDITIONAL DESIRABLE QUALIFICATIONS

Familiarity with automated systems

VETERANS' PREFERENCE

Veterans' Preference credits will be added to the final score of all competitors who are successful in this examination and who qualify for, and have requested, these points through the State Personnel Board. Due to changes in the law, effective January 1, 1996, Veterans who have achieved permanent civil service status are not eligible to receive Veterans' Preference credits.

CAREER CREDITS

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

CONTACT INFORMATION

For more information regarding this exam, please contact the exam analyst at (916) 227-7858.

GENERAL INFORMATION

For an examination without a written feature, it is the candidate's responsibility to contact **the testing department** three weeks after the final filing date if he/she has not received his/her notice.

Applications are available at www.jobs.ca.gov, California Department of Human Resources (CalHR) 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 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.

The testing department 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/or contact the testing department.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and 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) 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: Pursuant to Assembly Bill 372, Veterans' Preference will be awarded as follows, starting January 1, 2014:

1. Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an open examination, shall be ranked in the top rank of the resulting eligibility list.
2. Any veteran who has been dishonorably discharged or released is not eligible for Veterans' Preference.
3. Veterans' Preference is not granted once a person achieves permanent civil service status (Permanent State civil service status means the status of an employee who is lawfully retained in his/her position after completion of the applicable probationary period. This includes permanent intermittent, part-time, and full-time appointments. In addition, individuals who at any time achieved permanent State civil service status and subsequently resigned or were dismissed from State civil service are not eligible to receive Veterans' Preference).

Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application (CalHR Form 1093) which is available at <http://jobs.ca.gov/Job/VeteransInformation> or from the California Department of Human Resources, 1515 "S" Street, North Building, Suite 400, Sacramento, CA 95811 and the Department of Veterans Affairs.

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

For individuals with disabilities, this document may be available upon request in alternate formats. To obtain an alternate format, please call or write to the California Department of Transportation, Office of Examinations and Recruitment Services, P.O. Box 168036, MS 86, Sacramento, CA 95816. Voice (916) 227-7858 California Relay Service: Voice 1-800-735-2922 or TTY 1-800-734-2929.