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. It is the objective of the State of California to achieve a drug-free state workplace. 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 MAY APPLY
Applicants who meet the minimum qualifications stated in this announcement and who have not taken the examination in the last 12 months may apply for this examination.

HOW TO APPLY
Please complete and submit the following required documents to the address indicated below. DO NOT SUBMIT DOCUMENTS TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES (CALHR).

- State Application (STD. 678)

WHERE TO APPLY
MAIL OR HAND DELIVER TO:
Department of Consumer Affairs
Office of Human Resources
Attn: Examination Services Unit (R. Kinney)
1625 North Market Blvd., Suite N-321
Sacramento, CA 95834

EXAMINATION CROSS FILING
If you are filing for both the Personnel Selection Consultant I and the Personnel Selection Consultant II, you may file one application. Indicate the title of each examination on the State Application (STD. 678).

SPECIAL TESTING ARRANGEMENTS
If you have a disability and need special testing arrangements, mark “yes” for Question #10 on the State Application STD. 678 (Rev. 7/2019) and include a completed Accommodation Request form STD. 679. The Examination Services Unit will contact you to make special testing arrangements.

CONTINUOUS FILING
The Examination Services Unit will accept application packages continuously throughout the year; however, they will only be processed during the administration period. Examinations are scheduled as needs warrant.

Completed applications and all required documents must be received or postmarked by the cut-off date. Dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the USPS, are not considered postmark dates for the purpose of determining timely filing.

Applications received via hand delivery or interagency mail after 5:00 p.m. on the cut-off date will be held and processed in the next administration period. State Applications must have an original signature. Applications received via fax will not be accepted.

State Applications (STD. 678) will not be accepted on a promotional basis.

SALARY RANGE
$5,831.00 - $7,244.00 per month.

The salaries used in the bulletin may not reflect all pay raises or any additional bonuses.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION
It is your responsibility to make sure you meet the minimum qualifications stated on this announcement by the cut-off date. Your signature on the State Application (STD. 678) indicates that you have read, understood, and possess the minimum qualifications required.

Applications will be reviewed to ensure the minimum requirements for participation in this exam are met. Possession of the entrance requirements does not assure a place on the eligible list.

NOTE: All State Applications (STD. 678) must include: “to” and “from” dates (month/day/year), hours worked per week, official job titles/classifications, and duties performed. State Applications received without this information may be rejected. Resumes will not be accepted in lieu of a completed State Application.
This is the working supervisor level. Supervisory positions at this level typically supervise a small group of analysts or Test Validation and Development Specialists performing journeyman level work and personally perform the most difficult or sensitive work. Nonsupervisory positions in this class are typically responsible for multiphase projects of a difficult and sensitive nature that may affect substantial numbers of personnel involving more than one department or agency.

**Position Location**
Spot location for Sacramento County only.

**Minimum Qualifications**

Either I
One year of experience performing the duties of a Test Validation and Development Specialist II in the California state service. (Applicants who have completed six months of the experience requirement as specified above, will be admitted to the examination but they must satisfactorily complete one year of the experience before they can be eligible for appointment.)

Or II
Experience: Three years of increasingly responsible experience in the development and evaluation of measures of human abilities or human performance and statistical analysis of data. (A master's degree in a behavioral science or statistics may be substituted for one year of the experience requirement; a doctoral degree in a behavioral science or statistics may be substituted for two years of the experience requirement.)
(Experience in California state service applied toward this requirement must include at least one year of experience in a class comparable in level of responsibility to that of a Test Validation and Development Specialist II.)

and

Education: Equivalent to graduation from college, including or supplemented by courses in statistics and either test and measurements or research methods. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

**Examination Information**
Education & Experience Examination – Weighted 100%
This examination will consist of an Education & Experience examination and is the sole component of the examination. To obtain a position on the eligible list, a minimum score of 70% must be received.

**Examination Scope**
Knowledge of:
1. Principles, procedures, and techniques used in personnel selection and/or occupational licensing-certification research, including research design and experimental methods.
2. Psychological principles, concepts, and theory.
3. Various tests and measurement techniques relating to personnel selection, including aptitude, achievement, and performance tests.
4. Statistics as applied to the quantitative methods in psychology and other social sciences.
5. Ethnic and cultural factors involved in the validation of selection methods.
6. Electronic data processing techniques related to social science research studies.

Ability to:
1. Apply research principles and methods to research problems in personnel selection.
2. Prepare and evaluate research reports.
3. Apply professional knowledge in resolving complex selection problems.
4. Establish and maintain effective relationships with other staff members, public and private agencies, and organizations.
5. Teach research principles and methods to other staff members.
6. Carry out difficult research projects.
7. Think independently and creatively.
8. Utilize and apply effectively the required technical knowledge.
9. Interpret and apply pertinent provisions of the Constitution and the Civil Service Act and Personnel Board rules.
10. Maintain cooperative relationships with those contacted in the course of the work.
11. Plan, organize and direct the work of others.
12. Speak and write effectively.
13. Effectively carry out state and departmental equal employment opportunity policies.
In appraising the relative qualifications of candidates, consideration will be given to the extent and type of pertinent training and expertise over and above that required under the "Minimum Qualifications". Preferred types of additional training and experience are:

1. A Ph.D. in Industrial Psychology with a dissertation in the field of personnel selection.
2. Public agency personnel selection experience.
3. Experience in the construction and validation of group-administered aptitude and achievement tests.
4. Experience or training in the field of cultural-fair testing, physical agility testing, medical standards, and training program evaluation.
5. Research experience and use of electronic data processing equipment.
6. Knowledge of a computer programming language appropriate for the statistical analysis of personnel selection data.
7. Experience which has provided exposure to the selection requirements of a wide range of occupations.

A departmental open eligible list will be established for the Department of Consumer Affairs. The names of successful competitors will be merged on the list in order of final scores, regardless of date. Competitors' eligibility will expire 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

Veterans' preference will be added to the final score of those competitors who are successful in this examination and who qualify for and have requested these points through CalHR. Veterans who have achieved permanent civil service status are not eligible to receive veterans' preference credit.

Career credits DO NOT apply.

If you have any questions concerning this announcement, please contact the Department of Consumer Affairs, Selection Services and Recruitment Unit, 1625 North Market Blvd., Suite N-321, Sacramento, CA 95834, (916) 574-8370.

TDD is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device.
From TDD Phones: 1-800-735-2929
From Voice Phones: 1-800-735-2922
The Department of Consumer Affairs 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.

It is the candidate’s responsibility to contact the Department of Consumer Affairs, Selection Services & Recruitment Unit, at (916) 574-8370 three weeks after the final file date if he/she has not received a progress notice.

Examination Locations: Test locations are determined by the number of candidates and are limited or extended as conditions warrant.

Applications are available at California Department of Human Resources Offices (www.jobs.ca.gov) and local offices of the Employment Development Department (www.edd.ca.gov).

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 rated and scored according to pre-determined rating criteria. All candidates who pass will be ranked according to their scores.

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.

Employment 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, and 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 this bulletin.

Veterans’ Preference: 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). The Veterans’ Preference Application (CALHR 1093) is available at www.jobs.ca.gov/CalHRPublic/Landing/Jobs/VeteransInformation.aspx.

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.

Career Credits: In open, non-promotional examinations, career credits are granted to: 1) State employees with permanent civil service status, 2) full-time employees of the State who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirements specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in, or are graduates of, the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination. Such examinations cannot be for managerial positions described in Government Code Section 3513.