



# Senior Personnel Specialist

Class Code: 1317 - Exam Code: 5PB10

Department(s): Air Resources Board  
Board of Governors, California Community Colleges  
California Conservation Corps  
California Department of Aging  
California Earthquake Authority  
California Health Benefit Exchange  
California Highway Patrol  
California Public Utilities Commission  
California Science Center  
California State Lottery  
California Student Aid Commission  
Delta Stewardship Council  
Department of Alcoholic Beverage Control  
Department of Business Oversight  
Department of Community Services & Development  
Department of Consumer Affairs  
Department of Education  
Department of Forestry & Fire Protection  
Department of General Services  
Department of Health Care Services  
Department of Human Resources  
Department of Industrial Relations  
Department of Insurance  
Department of Justice  
Department of Managed Health Care  
Department of Motor Vehicles  
Department of Parks and Recreation  
Department of Public Health  
Department of Social Services  
Department of State Hospitals  
Department of Transportation  
Department of Veterans Affairs  
Department of Water Resource  
Employment Development Department  
Franchise Tax Board  
Governor's Office of Business and Economic Development  
High-Speed Rail Authority  
Military Department  
Office of Environmental Health Hazard Assessment Office

Office of Legislative Counsel  
Office of Statewide Health Planning and Development  
Office of Systems Integration  
State Compensation Insurance Fund  
State Personnel Board  
State Treasurer's Office  
Water Resources Control Board

Opening Date: June 15, 2015  
Final Filing Date: Continuous  
Type of Examination: Multi-departmental Open  
Salary: \$3,824 - \$4,788

#### EQUAL EMPLOYMENT OPPORTUNITY

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.

#### WHO SHOULD APPLY?

Applicants who meet the Minimum Qualifications as stated on this bulletin may apply for and take this Training and Experience Evaluation at any time.

**Once you have taken the Training and Experience Evaluation, you may not retake it for twelve (12) months.**

#### ELIGIBLE LIST INFORMATION

An open eligible list will be established by the California Department of Human Resources for use by the other State departments. The names of successful competitors will be merged onto the eligible list in order of final score regardless of test date. **Eligibility expires eighteen (18) months after it is established.** Competitors must then retake the Training and Experience Evaluation 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 bulletin as of the date the test is taken.

#### MINIMUM QUALIFICATIONS

One year of experience in the California state service performing the duties of a Personnel Specialist, Range D, or a Personnel Services Specialist 2.

State civil service experience is required to meet the minimum qualifications for this examination.

#### POSITION DESCRIPTION

This is the expert journey level of the series. Under general direction, incumbents service as the expert staff resource responsible for the most difficult and complex personnel/payroll issues. As a “staff specialist”, researches critical personnel problems; reviews various control agency letters, memos, and bargaining contract provisions, and develops/revises internal procedures as necessary; prepares management reports, spreadsheets, and charts; drafts correspondence; functions as a team member on personnel-related projects; are coordinators for a variety of personnel/payroll programs, e.g., FMLA; and may act in lead role (i.e., training, workload, etc.) over lower-level staff.

#### EXAMINATION INFORMATION

##### **TRAINING AND EXPERIENCE EVALUATION – Weighted 100%**

The examination will consist solely of a Training and Experience Evaluation. To obtain a position on the eligible list, a minimum score of 70% must be received. An applicant will receive his/her score upon completion of the Training and Experience Evaluation process.

[Click here to preview the Training and Experience Evaluation.](#)

#### KNOWLEDGE AND ABILITIES

Knowledge of: All of the above, and laws, rules, regulations, and bargaining contract provisions affecting personnel record keeping, personnel transactions, payroll, and certification processes used in State departments.

Ability to: Perform all of the above, and represent the department on intra/interdepartmental teams; coordinate a variety of personnel/payroll transactions; research critical transactions and recommend alternative solutions.

#### VETERANS' PREFERENCE

Veterans' Preference will be granted for this examination. Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, widow or widower of a veteran, or spouse of a 100 percent-disabled veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligibility list. This section shall not apply to any veteran who has been dishonorably discharged or released.

#### CAREER CREDITS

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.

#### CONTACT INFORMATION

If you have any questions concerning this announcement, please contact:

The California Department of Human Resources Selection Division

1515 S Street, North Building, Suite 400

Sacramento, CA 95811-7258

1-866-844-8671

California Relay Service: (7-1-1)

Telecommunications Device for the Deaf (TTY) (916) 654-6336

TTY is a telecommunications device that is reachable only from phones equipped with a TTY device.

## GENERAL INFORMATION

**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 on this bulletin will be rated against a predetermined job-related rating, and all candidates who pass will be ranked according to their scores.

**The California Department of Human Resources** reserves the right to revise the examination plan to better meet the needs of the service, should 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 contact the testing department.

**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, 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, 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 the 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). Directions to apply for Veterans' Preference are on the Veterans' Preference Application (Std. Form 1093), which is available at <https://jobs.ca.gov/Public/Jobs/Veterans.aspx>, and the Department of Veterans Affairs.

**Bulletin Revision Date: 05/17/2017**

**FILING INSTRUCTIONS**

**Final Filing Date:** Continuous

**Where to Apply:** Click the link at the bottom of this bulletin.

**By clicking the link below, you will be directed to the Training and Experience Evaluation. Upon completion, the examination will be instantly scored.**

**[Click here to go to the Training and Experience Evaluation.](#)**