

EXAMINATION ANNOUNCEMENT

ASSOCIATE ACCOUNTING ANALYST
DEPARTMENTAL PROMOTIONAL
SPOT - SACRAMENTO
SALARY RANGE \$4,829 - \$6,048



CALIFORNIA STATE DEPARTMENT OF

Insurance

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.

How to Apply

FINAL FILING DATE: FEBRUARY 16, 2016

Send [Application \(form STD. 678\)](#) along with a [Qualifications Assessment](#) to:
California Department of Insurance
Human Resources Management Division
300 Capitol Mall, 13th Floor
Sacramento, CA 95814
Attention: Alysa Stockdale-Hollis

DO NOT SUBMIT APPLICATIONS (FORM STD. 678) TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES (CalHR)

Application (form STD. 678) and the Qualifications Assessment must be **POSTMARKED** no later than the final filing date. Applications postmarked, personally delivered or received via interoffice mail after the final filing date will not be accepted for any reason. If you have a disability and need special testing arrangements, mark the appropriate box on the application. You will be contacted to make specific arrangements.

Requirements for Admittance to the Examination

Applicants must have a permanent civil service appointment with the California Department of Insurance as of the final filing date, in order to take this examination. (See General Information, Promotional Examinations only, for exceptions to this requirement.) In addition, certain exempt employees employed by the Legislature or Executive Branch under Government Code Sections 18990 and 18992, and persons retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code 18991, are permitted to participate in civil service promotional exams.

All applicants must meet the educational and/or experience requirements for this examination by **February 16, 2016**.

MINIMUM QUALIFICATIONS

Experience Requirement:

Either I

One year of experience in the California state service performing accounting analyst, professional accounting, accounting systems or auditing duties at a level of responsibility equivalent to Accounting Analyst, Range C.

<p>Requirements for Admittance to the Examination</p>	<p style="text-align: center;">Or II</p> <p>Three years of increasingly responsible accounting analyst, professional accounting, accounting systems or auditing experience in a governmental or private setting. (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 Analyst, Range C.)</p> <p>Promotional candidates who have completed the education requirement and who are within six months of satisfying the experience requirement for this class will be admitted to the examination, but they must fully meet the experience requirement before being eligible for appointment.</p> <p>Education Requirement:</p> <p style="text-align: center;">Either I</p> <p>Equivalent to graduation from college with a specialization in accounting. (Registration as a senior student in a recognized institution will admit applicants 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.)</p> <p style="text-align: center;">Or II</p> <p>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, first semester intermediate accounting and advanced accounting (or second semester intermediate 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.)</p>
<p>Position Description</p>	<p>This is the full journey level, requiring independence and proficiency in handling complex and difficult assignments. Incumbents may serve as leadpersons but are not responsible for the direct supervision of other Accounting Analysts or other accounting staff.</p> <p>Positions are located in Sacramento only.</p>
<p>Examination Information</p>	<p style="text-align: center;">QUALIFICATIONS ASSESSMENT – WEIGHTED 100%</p> <p>The Qualifications Assessment is designed to elicit a range of specific information regarding each candidate’s knowledge, skill, abilities, and potential to effectively perform the duties relative to the classification. Candidates who meet the “Minimum Qualifications” will have their Qualifications Assessment rated. In order to obtain a position on the eligible list, candidates must receive a minimum rating of 70% on the examination. SUBMISSION OF THE QUALIFICATIONS ASSESSMENT IS MANDATORY. Candidates who do not submit a completed Qualifications Assessment will be eliminated from this examination.</p>

<p>Examination Scope</p>	<p>In addition to evaluating the competitor's relative abilities as demonstrated by quality and breadth of experience, emphasis will also be on measuring competitively, relative to job demands, each competitor's:</p> <p>Knowledge of:</p> <ol style="list-style-type: none"> 1. Accounting principles and procedures. 2. Governmental accounting and budgeting. 3. Principles of electronic data processing. 4. Principles of policy formulation. 5. Statistical methods. 6. Principles of finance. 7. Business law. 8. Principles of business management. 9. The uniform accounting system and the financial organization and procedures of the State of California, policies, rules, and regulations of the Legislature, State Controller, State Treasurer, Department of Finance, and central control agencies as they relate to State agency financial management activities. <p>Ability to:</p> <ol style="list-style-type: none"> 1. Apply accounting principles and practices. 2. Analyze data and draw sound conclusions. 3. Analyze situations accurately and adopt an effective course of action. 4. Prepare clear, comprehensive, and concise reports. 5. Apply principles of finance and develop financial policy. 6. Apply statistical methods. 7. Analyze a variety of accounting data. 8. Identify trends, make projections, and draw conclusions. 9. Make sound decisions and recommendations with regard to accounting problems. 10. Work closely with operating managers to identify accounting office capabilities as they apply to a variety of program needs. 11. Establish and maintain cooperative relations with those contacted in the work. 12. Interpret and apply laws, rules, standards and procedures. 13. Communicate effectively.
<p>Special Personal Characteristics</p>	<p>Ability to qualify for a fidelity bond.</p>
<p>Eligible List Information</p>	<p>A departmental promotional eligible list will be established for the California Department of Insurance. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.</p> <p>Career Credits and Veteran's Preference points will not be granted in this examination.</p>

GENERAL INFORMATION

The California Department of Insurance 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.

For an examination without a written feature, it is the candidate's responsibility to contact the California Department of Insurance, Human Resources Management Division, (916) 492-3254 three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at the California Department of Insurance offices, California Department of Human Resources, local offices of the Employment Development Department, and on the internet at www.jobs.ca.gov.

If you meet the requirements stated on the reverse, you may take this examination. Your performance in this examination will be rated against predetermined rating criteria. All competitors who pass will be ranked according to their scores. Meeting the entry requirements does not assure success in the examination or placement on the employment list.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, are used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) servicewide 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.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances, other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the Informational Counter of State Personnel Board offices.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others. Candidates must be in 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 of records and personal history and fingerprinting may be required.

California Relay (Telephone) Service for the Deaf or Hearing impaired:
From TDD phones: 1-800-735-2929, from voice phones: 1-800-735-2922

California Department of Insurance
Human Resources Management Division
300 Capitol Mall, 13th Floor
Sacramento, CA 95814
(916) 492-3300

Release Date: 02/02/16
ASH/MA

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.
