

# EXAMINATION ANNOUNCEMENT

RESEARCH PROGRAM SPECIALIST I  
DEPARTMENTAL PROMOTIONAL  
SALARY RANGE \$5,053 - \$6,325



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: September 23, 2016**

Send [Application \(form STD. 678\)](#) to:  
California Department of Insurance  
Human Resources Management Division  
300 Capitol Mall, 13<sup>th</sup> 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) must be **POSTMARKED** no later than the final filing date. Electronic copies of the application will not be accepted. 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 **September 23, 2016**.

### MINIMUM QUALIFICATIONS

#### Either Pattern I

**Experience:** One year in the California state service performing research duties at a level of responsibility equivalent to that of a Research Analyst II.

<p><b>Requirements for Admittance to the Examination (Continued)</b></p>	<p style="text-align: center;"><b>Or Pattern II</b></p> <p><b>Experience:</b> Three years of progressively responsible technical research experience above the trainee level engaged in the collection, compilation, analysis, and interpretation of data. (A Doctoral Degree in Economics, Psychology, Sociology, or a research-oriented field may be substituted for two years of the required experience. A master's degree in one of the above fields may be substituted for one year of the required experience.) (Experience in the California state service applied toward this requirement must include one year of experience in a class at a level of responsibility equivalent to a Research Analyst II.) <b>And</b></p> <p><b>Education:</b> Graduation from college with any major but with extensive course work in economics, psychology, sociology, or a related research-oriented field. This must include at least six semester hours in statistics.</p>
<p><b>Position Description</b></p>	<p>The positions are characterized by assignments which require, on a regular basis, a high degree of skill above the journey level. Under general direction, employees at this level independently develop and utilize research methodology and techniques in areas where precedents are lacking or a sparse body of knowledge or experience in the area exists. Incumbents work independently with primary responsibility for a major project or activity.</p> <p><b>Positions are located in Los Angeles and Sacramento.</b></p>
<p><b>Examination Information</b></p>	<p style="text-align: center;"><b>EDUCATION AND EXPERIENCE – WEIGHTED 100%</b></p> <p>This examination will consist of an evaluation of each candidate’s education and experience as indicated on his/her application weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in the evaluation process. It is especially important that each candidate take special care in accurately and completely filling out his/her 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 applications.</p>
<p><b>Examination Scope</b></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><b>Knowledge of:</b></p> <ol style="list-style-type: none"> <li>1. Research methods and techniques.</li> <li>2. Application of computerized models to research data.</li> <li>3. Statistical and other methods used in the analysis and projection of data.</li> <li>4. Survey methods and analytical techniques.</li> <li>5. Operations research methods.</li> </ol> <p><b>Ability to:</b></p> <ol style="list-style-type: none"> <li>1. Communicate effectively to individuals and groups related to the area of research.</li> <li>2. Analyze and make recommendations.</li> <li>3. Plan and carry out research projects.</li> <li>4. Prepare and present technical reports.</li> <li>5. Establish and maintain cooperative relationships with others.</li> </ol>

<b>Special Personal Requirements</b>	Demonstrated ability to act independently; initiative; flexibility; and tact.
<b>Eligible List Information</b>	<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><b>Career Credits</b> and <b>Veteran's Preference</b> 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](http://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 Exam Code: 6IN19

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, 13<sup>th</sup> Floor  
Sacramento, CA 95814  
(916) 492-3300

Release Date: 09/01/2016  
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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.

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