



# ASSOCIATE PERSONNEL ANALYST 6MV05

**THIS BULLETIN CANCELS AND SUPERSEDES THE BULLETIN WITH A CUTOFF DATE OF MARCH 27, 2015.**

<b>Department:</b>	Department of Motor Vehicles
<b>Closing Date:</b>	Continuous
<b>Cut-Off Date:</b>	May 9, 2016
<b>Type of Recruitment:</b>	Departmental Promotional
<b>Salary:</b>	MONTHLY-RANGED-SALARY - \$4,600.00 to \$5,758.00
<b>Employment Type:</b>	Permanent Full-time Permanent Part-time Permanent Intermittent Limited Term Full-time Limited Term Part-Time Limited Term Intermittent
<b>Exam Type:</b>	State-wide

## EEO

An equal opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or 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?

This is a departmental promotional examination for the Department of Motor Vehicles. Applicants must:

1. have a permanent civil service appointment with the Department of Motor Vehicles or meet the provisions of State Personnel Board Rules 234 or 235 by the cut-off date, to take this examination; or
2. be a current or former employee of the Legislature, who resigned or was released from service, and with two or more consecutive years as defined in Government Code Section 18990; or
3. be a current or former non-elected exempt employee of the Executive Branch of government who resigned or was released from service, and with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code Section 18992; or
4. be a person 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 Section 18991.

**Persons applying using Veterans experience must submit a copy of their DD 214 with their Standard State Application (STD. 678).**

## FILING INSTRUCTIONS

The Selection and Certification Unit will accept Standard State Applications (STD. 678) continuously. Testing is considered continuous as cut-off dates can be set at any time as needs warrant. Applications will be reviewed to ensure the minimum requirements for participation are met. Once you have taken the examination, you may not retest for 12 months from the established list date.

Standard State Applications (STD. 678) must be marked "**Associate Personnel Analyst**" and submitted by the cutoff date using one of the two options below:

**Postmarked by mail to:**

Department of Motor Vehicles  
Selection and Certification Unit  
**Associate Personnel Analyst**  
P.O. Box 932315, MS A208  
Sacramento, CA 94232-3150

**OR \* In person by 5 p.m. to:**

Department of Motor Vehicles  
Human Resources Branch  
"Selection & Certification Unit Drop Box"  
2415 1<sup>st</sup> Avenue, 1<sup>st</sup> Floor Lobby  
Sacramento, CA 95818

\* Standard State Applications (STD. 678) **must be placed in the "Selection & Certification Unit Drop Box" by 5 p.m. on the cutoff date.** Standard State Applications (STD. 678) postmarked, personally delivered, or received via interoffice mail after the cutoff date will be held until the next testing period. Standard State Applications (STD. 678) will not be accepted via email or fax.

Standard State Applications (STD. 678) may be downloaded at California Department of Human Resources' JOBS website at [www.jobs.ca.gov](http://www.jobs.ca.gov). All applications/resumes must include "to" and "from" employment dates (month/day/year), time base, and official classification titles. Applications/resumes received without this information will be rejected.

## SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, please mark the appropriate box on the Standard State Application (STD. 678). You will be contacted about specific testing arrangements.

## DEFINITION

**"Performing the duties of ..."** To meet this requirement, the applicant must have the amount of experience in State service in the class (or be on a Training and Development Assignment, or TAU to the class) specified.

**"Duties comparable in level of responsibility to ..."** For this requirement, the applicant must have State service experience of appropriate type and length in a class at substantially the same (or a higher) level of responsibility as the class specified.

## ELIGIBLE LIST INFORMATION

A departmental promotional eligible list will be established for the Department of Motor Vehicles. Candidates may only be tested once in a 12-month period. Names of successful competitors are merged onto the eligible list in order of final scores regardless of test date. Names will remain on the list for a period of 12 months.

## REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

**NOTE: Applicants must meet the education and/or experience requirements for this examination by the cutoff date.**

**Exception:** Promotional candidates 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.

**Experience applicable to one of the following patterns may be combined on a proportional basis with experience applicable to the other pattern to meet the total experience requirements, provided that the combined qualifying experience totals at least 30 months. Education may not be used to reduce this 30-month limit.**

## REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION – CONTINUED

### EITHER I

In the California state service, one year of experience performing the duties of a Staff Services Analyst, Range C. (Persons applying experience toward this pattern must have had a full-time assignment in California state service performing technical personnel work.)

### OR II

#### Experience: Either

1. Three years of progressively responsible experience in technical personnel work, at least one year of which shall have been with independent responsibility for analyzing and recommending decisions on difficult personnel problems; **or**
2. Three years of progressively responsible technical experience in administrative or budget analysis, socio-economic research or some other field which has developed a broad and comprehensive knowledge of personnel management.

(One year of graduate work in public or business administration, personnel industrial relations, psychology, law, political science or a related field may be substituted for six months of the required experience in Pattern II. Experience in California state service applied toward this pattern must include one year of experience performing duties comparable in level of responsibility to those of a Staff Services Analyst, Range C.)

### and

**Education:** Equivalent to graduation from college. (Additional qualifying experience may be substituted for a maximum of four years of the required education on a year-for-year basis.)

(In appraising experience, more weight will be given to the breadth of pertinent experience and to evidence of the candidate's ability to accept and fulfill increasing responsibilities in personnel work than to the length of his/her experience.)

## POSITION DESCRIPTION

The Associate Personnel Analyst, under general direction, performs the more responsible, varied and complex technical and analytical work of the State personnel management program; advises and assists departmental managers and supervisors on personnel-related issues. May act as lead-person for other personnel staff and do other related work.

**Positions exist in Sacramento only.**

## EXAMINATION INFORMATION

This examination will consist of a Training and Experience Questionnaire and is the sole component of the examination weighted 100%. **Candidates must achieve a minimum passing score of 70% to be placed on the eligible list.**

The Training and Experience Questionnaire will be mailed to those candidates who meet the minimum qualifications approximately three weeks after the Cutoff Date for the current administration.

## SCOPE OF EXAMINATION

### TRAINING AND EXPERIENCE QUESTIONNAIRE WEIGHTED 100%

In addition to evaluating the competitors' relative abilities as demonstrated by quality and breadth of experience, emphasis in the examination will be on measuring competitively, relative to job demands, each competitor's knowledge and abilities listed on the following page.

## KNOWLEDGE AND ABILITIES

### A. Knowledge of:

1. Applying principles and practices of public personnel management.
2. Employee relations.
3. Principles, practices, and trends of public administration, organization, and management.
4. The laws and rules of different agencies used to complete projects and assignments.
5. Resources available for research and making recommendations.
6. Techniques for employment processes.
7. Techniques used in analyzing and describing positions.
8. Personal computers and software used to complete assignments.

### B. Skill to:

1. Identify, analyze, and evaluate situations or problems.
2. Communicate verbally, being clear and concise with internal and external customers.
3. Prioritize and schedule projects and assignments.
4. Handle irate customers in a professional manner.
5. Multi-task to ensure timely completion of projects and assignments.
6. Work with various levels of customers in the course of the day.
7. Reconcile discrepancies in data and information.

### C. Ability to:

1. Perform research in various personnel fields to complete projects and assignments.
2. Interpret and apply laws, rules, standards and procedures.
3. Analyze and solve difficult technical personnel issues.
4. Maintain confidentiality pertaining to working relationships and office material while performing daily tasks.
5. Analyze data and present ideas and information effectively.
6. Assume and demonstrate independent responsibility for decisions and actions having broad implications on various aspects of personnel management.
7. Act and/or work independently on projects or assignments without close supervision or detailed instructions.
8. Evaluate situations accurately to take effective action.
9. Extract specific, relevant data and information from a larger body of material.
10. Exercise sound judgment when making decisions and recommendations.
11. Maintain the confidence and cooperation of internal and external customers.
12. Use the Intranet and Internet to search for information for projects and assignments.
13. Facilitate meetings and discussions.
14. Develop policies and procedures.
15. Apply various training techniques.

## VETERANS PREFERENCE

Veterans' Preference Points will **not be** granted in the examination as it does not meet the requirements to qualify for Veterans' Preference Points.

## CAREER CREDITS

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

## DISCLAIMER

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/5142.aspx>

## GENERAL INFORMATION

**For an examination with a written feature**, it is the candidate's responsibility to contact the Department of Motor Vehicles, Selection and Certification Unit at (916) 657-7553, three days prior to the written test date if he/she has not received his/her notice.

**For an examination without a written feature**, it is the candidate's responsibility to contact the Department of Motor Vehicles, Selection and Certification Unit at (916) 657-7553, three weeks after the final filing date if he/she has not received his/her notice.

**If a candidate's notice** of oral interview or Performance Test fails to reach him/her three days prior to their scheduled appointment due to a verified postal error, he/she will be rescheduled upon written request.

**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. However, locations of interviews or performance evaluations may be limited or extended as conditions warrant.

**Standard State Applications are available** at [www.jobs.ca.gov](http://www.jobs.ca.gov), California Department of Human Resources offices, local offices of the Employment Development Department and the testing department on this examination bulletin.

**If you meet the requirements** stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not ensure a place on the eligible list. Your performance in the examination is compared to established rating criteria. All candidates who pass are ranked according to their scores.

**The Department of Motor Vehicles** 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.

**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.

**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.

**Criminal Record Clearance Information:** Some positions, within various divisions of the Department of Motor Vehicles, are subject to fingerprinting and criminal records check requirements. The Department of Justice and Federal Bureau of Investigations will complete this check. Applicants will be notified during the hiring process if the position is affected by the criminal records clearance procedure. Criminal record clearance is a condition of employment in positions affected by this procedure.

**If Promotional Examinations Only:** Competition is limited to employees who have a permanent civil service appointment and military veterans that meet all the minimum qualifications. 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, at the State Personnel Board office or [www.jobs.ca.gov](http://www.jobs.ca.gov).

**If High School Equivalence is required:** 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 State Department of Education, a local school board, or high school authorities that the candidate 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.

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

California Relay Telephone Service for the deaf or hearing impaired

from TDD Phones: 1-800-735-2929 from Voice Phones: 1-800-735-2922

UPON REQUEST, THIS DOCUMENT CAN BE PRODUCED IN BRAILLE OR LARGE PRINT.