



## ASSOCIATE PERSONNEL ANALYST

6MV12

Department:	Department of Motor Vehicles
Closing Date:	Continuous
Cut-Off Date:	June 17, 2016
Type of Recruitment:	Departmental Promotional
Salary:	MONTHLY-RANGED-SALARY - \$4,600.00 to \$5,758.00
Employment Type:	Permanent Full-time Permanent Part-time Permanent Intermittent Limited Term Full-time Limited Term Part-Time Limited Term Intermittent
Exam Type:	Statewide

**THIS BULLETIN CANCELS AND SUPERCEDES THE EXAMINATION BULLETIN WITH A CUT-OFF DATE OF MAY 9, 2016. IF YOU SUBMITTED A STANDARD STATE APPLICATION (STD. 678) FOR THE EXAMINATION WITH A CUT-OFF DATE OF MAY 9, 2016, YOU MUST REAPPLY TO BE CONSIDERED FOR THIS EXAMINATION.**

### EEO

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.

### 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 twelve (12) months from the established list date.

Standard State Applications (STD. 678) must be marked "**Associate Personnel Analyst**" and submitted by the final filing 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 final filing date.** Standard State Applications (STD. 678) postmarked, personally delivered, or received via interoffice mail after the final filing date will not be accepted. 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.

**"Performing duties comparable in level of responsibility..."** To meet this requirement, the applicant must have State service experience of appropriate type and length in a class at 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: All applicants must meet the education and/or experience requirements for this examination by the cut-off date.**

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.

### 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.)

## REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION – CONTINUED

### 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 administrative or budget analysis, socioeconomic 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.)

(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.)

## POSITION DESCRIPTION

Under general direction, on the staff of the Personnel Board or in an operating agency to perform the more responsible, varied and complex technical work of the State personnel management program; to advise and assist operating officials; to act as lead person for other staff personnel; and to do other related work.

**Positions exist in Sacramento counties only.**

## EXAMINATION INFORMATION

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

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

## SCOPE OF EXAMINATION

### **TRAINING AND EXPERIENCE QUESTIONNAIRE - WEIGHTED 100%**

The Training and Experience Questionnaire will evaluate the competitors' relative abilities as demonstrated by quality and breadth of experience. This testing component will measure competitively, relative job demands, each competitor's knowledge and abilities listed below.

## KNOWLEDGE AND ABILITIES

### A. Knowledge of:

1. Applying principles and practices of public personnel management.
2. Classification and pay principle used in analyzing and describing positions, establishing proper salary levels, and conducting classification and pay surveys.
3. Techniques of employee recruitment.
4. Employee relations and performance evaluation.
5. Test construction and source of test materials.
6. Principles, practices, and trends of public administration, and organization and management.

### B. Skill in:

1. Applying principles and practices of public personnel management.

### C. Ability to:

1. Perform research in various personnel fields.
2. Interpret and apply laws, rules, standards, and procedures.
3. Develop and administer training programs.
4. Analyze and solve difficult technical personnel problems.
5. Appraise qualifications of applicants and interview effectively maintaining the confidence and cooperation of others.
6. Analyze data and present ideas and information effectively.
7. Train and supervise subordinates.
8. Assume and demonstrate independent responsibility for decisions and actions having broad implications on various aspects of personnel management.

## VETERANS' PREFERENCE

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

## 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://jobs.spb.ca.gov/wvpos/jobspecs.cfm>

## 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 his/her 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 (STD. 678) are available** at [www.jobs.ca.gov](http://www.jobs.ca.gov), 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 assure a place on the eligible list. Your performance in the examination described on this bulletin will be rated against predetermined job-related rating criteria. All candidates who pass will be ranked according to their scores.

## GENERAL INFORMATION - CONTINUED

The Department of Motor Vehicles reserves the right to revise the examination plan to better meet the needs of the State, 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 shall possess the general qualifications of integrity, honesty, sobriety, dependability, industry, thoroughness, accuracy, good judgment, initiative, resourcefulness, courtesy, ability to work cooperatively with others, willingness and ability to assume the responsibilities and to conform to the conditions of work characteristic of the employment, and a state of health, consistent with the ability to perform the assigned duties of the class. Where the position requires the driving of an automobile, the employee must have a valid state driver's license, a good driving record and is expected to drive the car safely. 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.

**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 Investigation 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 or at [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.

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California Relay Telephone Service for the deaf or hearing impaired

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

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