



EMERGENCY NOTIFICATION CONTROLLER, O.E.S.
DEPARTMENTAL OPEN EXAMINATION
SPOT LOCATION: SACRAMENTO COUNTY
EXAM CODE: 6OE05

Department(s):	California Governor's Office of Emergency Service (Cal OES)
Opening Date:	05/16/2016
Final Filing Date:	06/17/2016
Monthly Salary:	\$3,776.00 - \$4,676.00
Exam Type:	SPOT Exam
Exam Location:	Sacramento County

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 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

Candidates who meet the minimum qualifications as stated below may apply for this examination. All applicants must meet the minimum qualifications as stated in this examination announcement by the Final File Date 6/17/16.

HOW TO APPLY

Application must be POSTMARKED no later than 5:00 p.m. on the Final File Date 6/17/16. FAXED OR EMAILED APPLICATIONS WILL NOT BE ACCEPTED. Applications postmarked, personally delivered or received via inter-office mail after the advertised Final File Date will not be accepted.

NOTE: The examination title and code must be indicated on the application.

NOTE: In addition to a completed state application (STD 678), all applicants are required to fill out a "[Criminal Record Supplemental Questionnaire](#)" and mail it to the California Governor's Office of Emergency Services.

(Click on the link above to download and print the Criminal Record Supplemental Questionnaire)

SUBMIT APPLICATIONS ONLY TO THE ADDRESS INDICATED BELOW. DO NOT SEND APPLICATIONS TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES (CALHR). Applications may be obtained at www.jobs.ca.gov and www.caloes.ca.gov on the Internet or at any Employment Development Department office.

FILE BY MAIL / IN PERSON:

California Governor's Office of Emergency Services
Human Resources – Examinations
3650 Schriever Avenue
Mather, CA 95655

Note: If you do not include all the required documents, you will not be considered for this exam.

TESTING AND FINAL FILING DATE INFORMATION

Once you have taken the examination, you may not reapply for twelve (12) months.

Final Filing Date: JUNE 17, 2016

QUALIFICATIONS APPRAISAL

It is anticipated that the Qualifications Appraisal oral interviews will be scheduled during month of August 2016.

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements mark the appropriate box on the application. A Special Testing Arrangements Questionnaire will be sent to you for completing and returning to the California Governor's Office of Emergency Services for review and approval. If you have questions regarding special testing arrangements please call the California Governor's Office of Emergency Services, Recruitment and Selection Services at (916) 845-8321. TDD users may contact the California Relay Service TDD line at 1-800-735-2929, voice line at 1-800-735-2922.

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. Your signature on your application indicates that you read, understand, and possess the minimum qualifications required.

NOTE: All applications must include: "to" and "from" dates (month/day/year), time base, civil service or private sector titles, and the duties performed. **Applications received without this information will be rejected.**

Resumes are optional.

MINIMUM QUALIFICATIONS

Two years of communications experience, with computerized systems, working in a public, private, or military agency communication center involving frequent contact and/or coordination with the public or other governmental or nongovernmental agencies. (Education equivalent to one year of college with a minimum of six units in Computer Science or Management Information Systems can be substituted for one year of the communications experience.)

("Communications experience" includes duty as a dispatcher or other person involved in a dispatch or coordination function which is conducted by either radio, telephone and/or teletype. "Computerized systems" includes experience working with PCs and mini-computers that are connected to networks such as a Windows or MS Dos environment.)

ADDITIONAL REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

NOTE: Access to the California Law Enforcement Telecommunications System (CLETS) will be required for this classification. Pursuant to this requirement, selected candidates will be required to submit fingerprints to the Department of Justice and be cleared prior to the start of employment. (Government Code - Section 18935.)

POSITION DESCRIPTION & LOCATION

Under the supervision of the Warning Center Supervisor, Cal OES, the Warning Controller is responsible for a wide range of tasks, receiving, coordination, and dissemination of information. They have daily contact with all levels of federal, state and local government; industry, and the private sector providing the State with 24-hr warning capability. It is desirable that the incumbent has a basic knowledge of computer systems operating in the MS-DOS, Microsoft Work Group for Windows and UNIX environments.

Positions exist in Sacramento, California.

ADDITIONAL DESIRABLE QUALIFICATIONS

Education equivalent to completion of the twelfth grade.

SPECIAL PERSONAL CHARACTERISTICS

Emotional stability under stress; decisiveness; willingness to perform work requiring irregular hours including night shifts, weekends, and holidays; and ability to travel occasionally throughout the State.

EXAMINATION INFORMATION

This examination consists of a Qualifications Appraisal Panel weighted 100%. To obtain a position on the eligible list, a minimum score of 70% must be received. Competitors will receive the results of this examination by mail within four to six weeks following the examination.

Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

Note: Once you have taken the examination, you may not reapply for twelve (12) months.

SCOPE OF EXAMINATION

Knowledge of: Operating principles of communications equipment and computerized systems, including uses and limitations of such equipment; terminology used in communications operations; objectives, organization, and operations of Federal, State, and local emergency and disaster activities; and laws, rules, and regulations of the Federal Communications Commission.

Ability to: Read and write English at a level required for successful job performance; work alone; communicate effectively; follow instructions precisely; analyze situations accurately and take effective action.

ELIGIBLE LIST INFORMATION

A departmental open eligible list will be established for the California Governor's Office of Emergency Services. The resulting eligible list will be used to fill vacancies in Sacramento County only. Eligibility expires 12 months after it is established unless the needs of the service and condition of the list warrant a change in this period.

EMPLOYEE BENEFITS

The California Governor's Office of Emergency Services offers benefits in the following areas, including but not limited to:

- **Health, Dental, and Vision**
- **Cash Benefit Programs**
- **Disability Insurance**
- **Beneficiary/Survivor Benefits**
- **Retirement Benefits**
- **401(k) and 457 Deferred Compensation plans**
- **Vacation, Sick, and other Paid Leave**
- **Training Courses**

A complete list of all benefits may be viewed at <http://www.calhr.ca.gov/employees/Pages/salary-and-benefits.aspx>

CAREER CREDITS

Career credits are not granted in open examinations.

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 dishonorable discharged or releases. 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.

CONTACT INFORMATION

California Governor's Office of Emergency Services,
Selection Services,
3650 Schriever Ave.
Mather, CA 95655
Email: Examinations@caloes.ca.gov
Phone: (916) 845-8321

GENERAL INFORMATION

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.

Applications are available at www.jobs.ca.gov and local offices of the Employment Development Department.

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 Governor's Office of Emergency Services 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 at www.jobs.ca.gov.

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: Will be awarded in this examination, pursuant to Government Code Section 18973.1, effective January 1, 2014, 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
3. Veterans' Preference is not granted once a person achieves permanent civil service status.

HOW TO APPLY FOR VETERANS' PREFERENCE

The California Department of Human Resources (CalHR) has information on how to apply for Veterans' Preference on their website at www.jobs.ca.gov and on the Application for Veterans' Preference form ([CalHR 1093](#)). Additional information is also available at the Department of Veterans Affairs website at www.cdva.ca.gov.

Felony Disqualification: You are disqualified from being employed as a peace officer if: (1) You have been convicted of a felony in California or any other state; (2) you have been convicted of any offense in any other state which would have been a felony if committed in California; (3) you have been charged with a felony and adjudged by a superior court to be mentally incompetent; (4) you have been adjudged addicted or in danger of becoming addicted to narcotics, convicted, and committed to a State institution. If you have been convicted of a felony, you may be allowed to participate in this examination if your conviction(s): (1) has/have been sealed under Penal Code Section 851.7, 851.8, 1203.45, or Health and Safety Code Section 11361.5; (2) has/have been expunged or is/are expugnable pursuant to Health and Safety Code Section 11361.5 regarding marijuana offenses; (3) was/were stipulated or designated to be a lesser included offense of marijuana possession under Health and Safety Code Section 11557 or 11366.