



California Public Employees  
Retirement System

**INSTRUCTIONAL DESIGNER (TECHNOLOGY)  
PUBLIC EMPLOYEES' RETIREMENT SYSTEM (CALPERS)  
OPEN EXAMINATION – SPOT: SACRAMENTO COUNTY  
EXAM CODE: 6PA01  
FINAL FILING DATE: April 6, 2016**

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.

**WHO MAY APPLY** This is an **OPEN – SPOT** examination for the **Public Employees' Retirement System (CalPERS)**. Anyone who meets the minimum qualifications as stated on this announcement may apply. Applications will not be accepted on a promotional basis. Career Credits do not apply. Once you have taken the examination, you may not reapply for twelve (12) months.

**HOW TO APPLY** All applicants must complete the **Training and Experience Examination (see the link to the examination on the following page)** **AND** submit a **Standard State Application (678)** and any required educational documentation (if applicable) by the final filing date **April 6, 2016**. Applications postmarked **after the final filing date will not be accepted**.

**The Training and Experience examination must be completed by 5:00 PM on April 6, 2016** The link to this examination will be unavailable after this deadline.

Applications are available through the internet at <https://jobs.ca.gov/pdf/std678.pdf> and may be delivered in person or by mail. Incomplete applications or resumes alone will not be accepted. Applications sent via internet, faxed, or e-mailed **will not** be accepted for any reason. Applications received without the required documents will result in rejection from this examination.

**Deliver in Person: Between 8 am - 5 pm**

CalPERS  
Human Resources Division  
Exam Services Attn: Melinda Mercado  
400 P Street, 3<sup>rd</sup> FL, Room 3260, LPN  
Sacramento, CA 95814

**Mailing Address**

CalPERS  
Human Resources Division  
Exam Services Attn: Melinda Mercado  
P.O. Box 942718  
Sacramento, CA 94229-2718

**PLEASE INCLUDE EXAM CODE 6PA01 ON YOUR STATE APPLICATION. DO NOT SUBMIT APPLICATIONS TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES OR THE STATE PERSONNEL BOARD**

**FINAL FILING DATE** **April 6, 2016**. A State Application (STD 678), Training & Experience examination, and college documents (if applicable) must be postmarked no later than the final filing date. Applications that are postmarked, personally delivered, or received via interoffice mail after **CLOSE OF BUSINESS (5:00 pm)** on the final filing date **will not be accepted for any reason**. Applications must have an original signature and will not be accepted via e-mail, internet, or by fax.

**SPECIAL TESTING ARRANGEMENTS** If you require special testing arrangements due to a verified disability, medical condition or religious accommodation, you will be able to request a reasonable accommodation during the exam filing process. Please mark the appropriate box in Part 2 of the application. You will be contacted to make specific arrangements. If you have not been contacted by the time you receive a notice to appear to the test, contact the CalPERS Examination Unit at (916) 795-3065 or California Relay Service at 7-1-1, Telecommunications Device for the Deaf (TTY) at (916) 654-6336\*.

(\* TTY is a telecommunications device that is reachable only from telephones equipped with a TTY device.

**MONTHLY SALARY RANGE** Minimum \$5,053 Maximum \$6,325

**POSITION DESCRIPTION AND LOCATION** This is the first journey level in the series. Under general direction, incumbents in this class will provide a wide range of services which include: design interactive and multimedia instructional programs using the latest technology; design general instructional curricula; consult with local colleges, training presenters, a variety of subject-matter experts, and other staff to identify training needs and training delivery options; determine training objectives and analyze suitability for advanced technology delivery systems; design, develop, produce, measure and evaluate technical training programs using mastery learning criteria and adult learning principles; modify, design, and produce graphics using computer software; write technical materials such as job aids, workbooks, student guides and instructor support materials.

**Positions exist with the California Public Employees' Retirement System in Sacramento California.**

**REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION** **NOTE: All applicants must meet the education and/or experience requirements for this examination by April 6, 2016, the final filing date.**

It is your responsibility to make sure you meet the education and/or experience requirements as stated on this announcement. Your signature on your application indicates that you have read, understood, and possess the basic qualifications required. Applications/resumes must include: "to" and "from" dates (month/day/year), time

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base, civil service class title(s), and range (if applicable) for all work experience. Resumes will not be accepted in lieu of a completed State Application (STD 678). College course information must include: title, number of semester or quarter credits, name of institution, completion dates, and degree (if applicable). **For educational patterns all applicants must submit proof of the completion of the educational requirement at the time of filing with the State Application (STD 678). Applications received without this information will be rejected.**

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**EXAMINATION  
INFORMATION**

**TRAINING AND EXPERIENCE EXAMINATION WEIGHTED 100.00%**

The entire examination will consist of an evaluation of training and experience weighted 100%. The Training and Experience Examination is designed to elicit specific information regarding each candidate's Knowledge, Skills, and Abilities relative to the testing classification. Responses to the examination will be assessed based on pre-determined rating criteria. All applicants must complete the entire examination. All competitors will be ranked competitively based on the responses. In order to obtain a position on the eligible list, a candidate must meet the examination requirements and must attain a minimum of 70.00% on the examination.

**Click the link below to complete the Training and Experience Examination:**

<https://www.surveymonkey.com/r/K3CM3P8>

CalPERS and the California Department of Human Resources (CalHR) reserve 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.

If conditions warrant, this examination may utilize an evaluation of each competitor's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care in accurately and completely filling out his or her state application. List all experience relevant to the "Minimum Qualifications" shown on this announcement even if that experience goes beyond the seven-year limit printed on the application. Supplementary information will be accepted, but read the "Minimum Qualifications" carefully to see what kind of information will be useful to the staff doing the evaluation.

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**MINIMUM  
QUALIFICATIONS**

NOTE: All applicants must meet the education and/or experience requirements as stated on this examination announcement by the final filing date.

**Either I**

One year of experience in the California state service performing instructional design duties, using interactive videodisc technology, in a classification at a level equivalent to that of Training Officer I.

**Or II**

Experience: Three years of progressively responsible professional experience above the trainee level which must have included responsibility for the design of instructional systems integrating adult learning principles and advanced technology. (Experience in the California state service applied toward this pattern must include at least one year performing these duties in a class with a level of responsibility equivalent to that of Training Officer **AND**

**Education:** Education: Equivalent to graduation from college.

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**DEFINITION OF  
TERMS IN MINIMUM  
QUALIFICATIONS**

The words "***duties of a class with a level of responsibility***" means that the applicant must have State civil service experience of appropriate type and length in a class at the same or higher level of responsibility as the class specified.

**Education:** "***Equivalent to graduation from college...***" is defined as: Satisfaction of the requirements for a bachelor's degree from an accredited college. This means the applicant must show receipt of a bachelor's degree (4 year college degree).

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**EXAMINATION  
SCOPE**

**TRAINING AND EXPERIENCE - WEIGHTED 100.00%**

**Knowledge of:**

1. Knowledge of adult learning principles and effective training methodologies using current delivery techniques (e.g., classroom, webinar, distance learning, video conferencing, blended, mobile-learning, etc.) to ensure the best method of information transfer.
  2. Knowledge of blended learning principles and methods.
  3. Knowledge of Learning Management System or other record tracking systems (i.e., Oracle, Saba, etc.).
  4. Knowledge of evaluation techniques (e.g., periodic post-training follow up, Kirkpatrick evaluation model, etc.) to determine the effectiveness of training curriculum.
  5. Knowledge of criterion reference measurement strategies to establish learner competency.
  6. Knowledge of training needs assessment methodologies to ensure departmental training requirements are met.
  7. Knowledge of applicable federal, state, and departmental laws, rules, regulations, policies, and procedures to comply with mandates.
  8. Knowledge of instructional systems design methodology to produce training for departmental staff.
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9. Knowledge of project management techniques to ensure completion of assigned projects in an efficient and timely manner.
  10. Knowledge of effective communication techniques to develop quality training-related documents and presentations.
  11. Knowledge of translating concepts visually in the instructional design process by conveying content through images in order to engage the learner.
  12. Knowledge of rapid eLearning software to develop curriculum.
  13. Knowledge of Web-based training requirements for Learning Management System compatibility.
  14. Knowledge of the training development, delivery, and evaluation methods related to eLearning content sharing and publishing such as Sharable Content Object Reference Model (SCORM), Aviation Industry Computer-Based Training Committee (AICC), Experience API (Tin Can API), etc., as it relates to a Learning Management System.
  15. Knowledge of learning service integration with a Learning Management System, such as Open Learning Services Architecture (OLSA) or web portal integration.
  16. Knowledge of Web-based training and interactive accessibility compliance standards (Americans with Disabilities Act (ADA) - Section 508).
  17. Knowledge of accessibility software for testing such as screen-reader software and related systems.

**Skill to:**

1. Skill to use video conferencing, laptop computer, LCD projector, webcam and other equipment/technology.

**Ability to:**

1. Ability to design, implement, and manage effective instruction, including course content, incorporating adult learning principles, measurement techniques (testing), advanced technology, and multimedia systems.
  2. Ability to manage multiple projects with competing deadlines.
  3. Ability to establish and maintain cooperative relations with subject matter experts to determine the key knowledge to be transferred to other employees, and/or the change in behavior intended to be produced by the training.
  4. Ability to maintain expertise in training methods and delivery.
  5. Ability to interpret and apply complex technical information, laws, rules, standards, and procedures.
  6. Ability to effectively communicate verbally and in writing, in order to convey technical information which can be understood by the intended audience.
  7. Ability to research and investigate various topics with little or no previous knowledge of the content to produce effective training materials.
  8. Ability to design training materials using a blended learning approach and various teaching methods.
  9. Ability to communicate to diverse audiences, establish and maintain effective working relationships, and uphold principles of integrity in the workplace.
  9. Ability to evaluate instructional objectives and course content and match with instructional methodologies (i.e., webinar, Web-based training, simulation, role playing, presentation, etc.) that maximize mastery of subject matter and/or skill development by students.
  10. Ability to effectively explain concepts such as assessment of training needs, adult learning principles, advanced technology training applications, measurement techniques, and instructional design concepts to executives, managers, trainers, subject matter experts, and staff.
  11. Ability to work effectively as a member of a team and communicate effectively with video producers, consultants, programs, and committees.
  12. Ability to host or participate in virtual training and meetings utilizing webinar and e-Learning tools.
  13. Ability to communicate effectively and work with subject matter experts to determine the key knowledge to be transferred to other employees, and/or the desired change in behavior to meet the desired course objectives.
  14. Ability to design, develop and organize eLearning curricula, presentation strategies and visuals in a format suitable for presentation.
  15. Ability to effectively use eLearning authoring software, programming languages, and advanced technology and multimedia systems to develop courseware to meet training needs.
  16. Ability to evaluate instructional objectives and course content in order to align with instructional methodologies to maximize mastery of subject matter and/or skill development by students.
  17. Ability to design effective instruction, including course content, incorporating adult learning principles, and measuring techniques to meet training needs.
  18. Ability to interpret and apply complex technical information relating to applicable federal, state, and departmental laws, rules, regulations, policies, and procedures to ensure compliance.
  19. Ability to communicate the concepts of instructional design methodology such as needs assessment, adult learning principles, advanced technology training applications, criterion measurement techniques, and instructional design concepts, to various management levels to ensure understanding of training development process.
  20. Ability to work independently or as a team member with diverse groups to achieve goals and objectives.
  21. Ability to use computer applications to design and edit graphics for instructional proposes.
  22. Ability to consult with subject matter experts to determine training needs.
  23. Ability to write effective learning objectives and criterion measurements to set expectations and measure knowledge transfer.
  24. Ability to create concepts to design learning experiences that engage and motivate the learner.
  25. Ability to prepare written correspondence to staff and/or outside agencies to address a variety of topics.
  26. Ability to multi-task and prioritize workload to meet goals and objectives.
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27. Ability to facilitate workshops and meetings to accomplish training goals and objectives.
28. Ability to convert instructor-led training into the eLearning environment for the purpose of delivering training.
29. Ability to develop curriculum using rapid e-Learning software (e.g., Articulate Storyline, Adobe Captivate, Camtasia, etc.).
30. Ability to create visual concepts in the instructional design process for conveying content through images and graphics in order to engage the learner.
31. Ability to produce (e.g., setup, troubleshooting, test equipment, facilitate, etc.) distance learning through webinars, video conferencing, and discussion boards, etc., for delivering training to remote locations.
32. Ability to effectively collaborate with training vendors and subject matter experts on course content selection, revisions, and implementation strategies.
33. Ability to effectively communicate with Learning Management System vendor and Information Technology specialists on technology needs and system requirements.
34. Ability to independently troubleshoot and resolve technical issues with electronic training content, systems, and software, or utilize proper escalation channels to resolve the issue.
35. Ability to apply basic knowledge of applicable, federal, state, and departmental laws, rules, regulations, policies, and procedures to comply with mandates.
36. Ability to apply comprehensive knowledge of effective communication techniques to develop quality training-related documents and presentations.
37. Ability to apply comprehensive knowledge of translating concepts visually in the instructional design process by conveying content through images in order to engage the learner.
38. Ability to develop training utilizing eLearning content sharing and publishing methods such as Sharable Content Object Reference Model (SCORM), Aviation Industry Computer-Based Training Committee (AICC), Experience API (Tin Can API), etc., as it relates to a Learning Management System.
39. Ability to integrate sharable learning services such as Open Learning Services Architecture (OLSA) or web portals with a Learning Management System.
40. Ability to develop Web-based training content and related material that is interactive accessibility compliant (Americans with Disabilities Act (ADA), Section 508).
41. Ability to test Web-based training content and related material for ADA compliance using screen-reader and other software and systems.

**ADDITIONAL DESIREABLE QUALIFICATIONS**

Proven record of experience in the development, design and implementation of advanced technology applications in training, including interactive videodisc, computer simulation, and computer-based training; familiarity with law enforcement training needs and practices.

**CAREER CREDITS**

Career Credits **will not** be granted in this examination.

**ELIGIBLE LIST INFORMATION**

**A departmental open eligible list will be established for CalPERS ONLY. No transfer of list eligibility will be authorized.** Names of successful competitors will be placed onto the eligible list in order of final scores. Names will remain on the list for a period of 12 months unless the needs of the service and conditions of the list warrant a change in this period.

**CONTACT INFORMATION**

If you have any questions regarding this bulletin, please contact the exam analyst:  
**Melinda Mercado (916) 795-9789**  
 CalPERS Exam Services Unit  
 400 P Street, Suite 3260 LPN  
 Sacramento, CA 95811  
 California Relay Service: (7-1-1)  
 Telecommunications Device for the Deaf (TTY) (916) 654-6336  
 TTY is a telecommunications device that is reachable only from phones equipped with a TTY device.

**BRD: March 9, 2016**

**Class Code: 2947**

**Schematic Code: LC65**

**GENERAL INFORMATION**

Applications are available at <https://jobs.ca.gov/pdf/std678.pdf> 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 Public Employees' Retirement System (CalPERS) 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 law 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.

**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 will be required.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotion, 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:** Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, Veterans' Preference will be awarded 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 Veteran's Preference. 2) An entrance examination is defined, under the law, as any open competitive examination. And 3) Veterans' Preference is not granted once a person achieves permanent civil service status.

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 <http://jobs.ca.gov/Job/VeteransInformation>, and the Department of Veterans Affairs.