



**DEPARTMENT OF DEVELOPMENTAL SERVICES
EXAMINATION ANNOUNCEMENT**



EXECUTIVE SECRETARY I

**DEPARTMENTAL
PROMOTIONAL**

6PV15

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.

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.

**DEPARTMENTAL PROMOTIONAL SPOT FOR: Porterville
Developmental Center**

COMPETITION LIMITED TO STATE EMPLOYEES

Applicants must have a permanent civil service appointment with the Department of Developmental Services as of the final filing date in order to participate in this exam or must be a current or former employee of the Legislature for two or more years as defined in Government Code 18990; or Executive Branch for two or more consecutive years as defined in Government Code 18992; or must be a person retired from the United States military, honorably discharged from active duty as defined in Government Code 18991.

FINAL FILING DATE: April 13, 2016

Applications (Form STD-678) along with the Criminal Record Supplemental Questionnaire (CRSQ) must be POSTMARKED no later than the final filing date. Applications postmarked, personally delivered or received via inter-office mail after the final filing date will not be accepted for any reason. Faxed applications or resumes will not be accepted.

Applications and the Criminal Record Supplemental Questionnaire (CRSQ) may be downloaded from the CalHR website at <http://www.calhr.ca.gov>. Applications are available and MUST be filed in person or by mail with:

**PORTERVILLE DEVELOPMENTAL CENTER
P. O. BOX 2000
PORTERVILLE, CA 93258
ATT: HR/TESTING & RECRUITMENT, ADMIN BUILDING RM 64
(559) 782-2322 OR (559) 782-2087**

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Application for Examination." You will be contacted to make specific arrangements.

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

QUALIFICATIONS APPRAISAL: It is anticipated that interviews will be held during May 2016.

SALARY RANGE: \$3,157 - \$3,954

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

NOTE: All applicants must meet the education and/or experience requirements for this examination by the final filing date. All applications must include: "to" and "from" dates (month/day/year); time base; and civil service class titles (not working titles). Applications received without this information will be rejected.

**MINIMUM QUALIFICATIONS
EITHER I**

In the California state service, one year of experience performing secretarial duties at a level of responsibility not less than that of Secretary.

OR II

Three years of experience in clerical work at least one year of which shall have been in a responsible secretarial position performing a variety of difficult secretarial work. (Experience in California state service applied toward the special one-year requirement must be in a class with a level of responsibility not less than that of Office Technician.) [Academic education above the twelfth grade may be substituted for one year of the required general experience on the basis of either (a) one year of general education being equivalent to three months of experience; or (b) one year of education of a business or commercial nature being equivalent to six months of experience. Students who are enrolled in the last semester or its equivalent of course work, which upon completion will fulfill these requirements, will be admitted to the examination, but they must submit evidence of completion before they can be considered for appointment.]

ADDITIONAL DESIRABLE QUALIFICATIONS: Education equivalent to completion of the twelfth grade; ability to take dictation at 110 words per minute.

SPECIAL PERSONAL CHARACTERISTICS: A demonstrated interest in assuming increasing responsibility; mature judgment; loyalty; poise; tact; and discretion.

THE POSITION: This is the advanced journeyman level. Under direction of the administrator of a major subdivision of a large State agency or a comparable level executive, incumbents perform difficult and responsible secretarial work and relieve the administrator of a variety of administrative and office details.

Positions at this level typically exist in major subdivisions or large field installations of large State agencies. The secretary's supervisor must have complex program responsibility requiring careful coordination of activities supervised, a considerable amount of responsible policy determination and a substantial amount of demanding personal contact with citizen groups and officials of other governmental agencies.

Positions are allocated to this level where the administrator who is the secretary's supervisor has delegated a substantial amount of administrative detail and nonroutine work to the secretary. The potential for the level of delegated duties is directly related to the importance and responsibility of the position of the administrator, the nature and scope of the functions for which the administrator is responsible, and the level of public contacts. For more descriptive job tasks please see the job specifications on the CalHR website at www.calhr.ca.gov.

SEE REVERSE FOR ADDITIONAL INFORMATION

Examination Information: This examination will consist of a Qualifications Appraisal Interview. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained.

QUALIFICATIONS APPRAISAL – WEIGHTED 100.00 %

Scope:

A. Knowledge of:

1. Modern office methods, supplies, equipment and procedures with particular reference to the work involved in the office of an administrative official.
2. Business English and correspondence.

B. Ability to:

1. Type at a speed of 45 words per minute.
2. Read and write English at a level required for successful job performance.
3. Direct the work of other support staff.
4. Perform difficult clerical work.
5. Keep difficult records.
6. Make briefs of reports and correspondence and compose letters or reports independently or from instructions, utilizing a wide knowledge of vocabulary, grammar, and spelling.
7. Perform minor administrative assignments independently.

8. Handle with courtesy and tact a wide variety of public contacts both on the telephone and in person.
9. Communicate effectively.
10. Understand and carry out directions following a minimum of explanation.
11. Analyze situations accurately and take effective action.

ELIGIBLE LIST INFORMATION: This list will be abolished 24 months after it is established unless the needs of the service and condition of the list warrant a change in this period.

The resulting eligible list will be used to fill vacancies at Porterville Developmental Center.

BACKGROUND INVESTIGATION: Competitors who are successful in this examination will be required to complete (prior to an appointment in this class) a background investigation document, on which information regarding certain arrests (regardless of conviction) and felony convictions must be divulged. Information collected on this document is distinct from that required on the Standard Application for Examination, Form STD-678, and the Criminal Record Supplemental Questionnaire (CRSQ) that is filled out prior to the examination. The hiring agency uses the information obtained on the background investigation document to conduct background investigations and/or to determine an individual's suitability for employment.

GENERAL INFORMATION

It is the candidate's responsibility to contact the Porterville Developmental Center's Testing Office 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 Porterville Developmental Center's Testing Office three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview, EDA, 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 State Personnel Board Offices, local offices of the Employment Development Department and the Department noted on the front. Applications may also be downloaded from State Personnel Board website at <http://www.spb.ca.gov>.

If you meet the requirements stated on the reverse side, you may take this examination, which is competitive. Possession of the entrance requirement does not assume a place on the eligible list. Your performance in the examination described on the reverse side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

THE STATE PERSONNEL BOARD 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.

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 warrant. Ordinarily, qualifications appraisal 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, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide 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 from one to four years unless otherwise stated on this bulletin.

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.

INTERVIEW SCOPE: If an interview is conducted, in addition to the scope described on the reverse of this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than 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.

VETERANS' PREFERENCE CREDITS are awarded in open and open nonpromotional entrance examinations requiring *less than two years of experience and equivalent to graduation from a four-year college*. In OPEN examinations, eligible veterans, widows/widowers of veterans, and spouses of 100% disabled veterans received 10 points. Eligible disabled veterans receive 15 points. In OPEN NONPROMOTIONAL examinations, eligible veterans receive five points. Eligible disabled veterans receive 10 points. Individuals who receive veteran's points are not eligible for career credits. No veterans= preference credits will be allowed once a veteran achieves permanent civil service status. Directions for applying for veterans= preference points are on the Veteran Preference Application (Form 1093) which is available from State Personnel Board Offices, written test proctors, and the Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001.

HIGH SCHOOL EQUIVALENCE: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have the 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.

DEPARTMENT OF DEVELOPMENTAL SERVICES - 1600 9th Street, P.O. Box 944202, Sacramento, CA 94244-2020
Telephone: Public: (916) 654-1625 TDD: Voice of Hearing Impaired (916) 654-2054

Canyon Springs
69-696 Ramon Road
Cathedral City, CA
92234-3353
Public: (760) 770-6260
TDD: (760) 770-2590

Fairview
Developmental Center
2501 Harbor Blvd.
Costa Mesa, CA 92626
Public: (714) 957-5121
TDD: (714) 957-5512

Porterville
Developmental Center
26501 Avenue 140
Porterville, CA 93257
Public: (559) 782-2222
(559) 782-2322

Sonoma
Developmental Center
P.O. Box 1493
Eldridge, CA 95431
Public: (707) 938-6339
TDD: (800) 735-2929