



## ACCOUNTING ADMINISTRATOR II

**EXAM CODE:** 6WR23  
**EXAM TYPE:** DEPARTMENTAL PROMOTIONAL  
**LOCATION:** SACRAMENTO  
**SALARY INFORMATION:** \$5830- \$7245  
**CLASS & SCHEM CODE:** 4542 JL12  
**BULLETIN RELEASE DATE:** MAY 19, 2016

### EQUAL OPPORTUNITY & DRUG FREE STATEMENTS

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 the 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.

### FINAL FILING DATE

**June 3, 2016**

Examination Applications (STD 678) must be postmarked or submitted in person no later than the final filing date. Applications postmarked or submitted after the final filing date will not be accepted for any reason. Dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the USPS, are not considered Postmark dates for the purpose of determining timely filing of an application. Faxed or emailed applications will not be accepted.

Applicants must meet the minimum qualifications and have a permanent civil service appointment with the Department of Water Resources as of the final filing date or must be:

- 1) A current or former employee of the Legislature for two or more years as defined in government code (GC) section 18990; OR
- 2) A current or former non-elected exempt employee of the executive branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in GC section 18992; OR
- 3) Persons 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 GC section 18991. Persons applying using Veteran's experience must submit a copy of their DD214 along with their Examination Application (STD 678).

### HOW TO APPLY

Examination Applications must have an original signature. It is the personal responsibility of each examination candidate to submit their application materials within the timeframe and in the manner specified on this examination bulletin. Examination Applications (STD 678) may be mailed or submitted in person by the final filing date to:

**MAILING ADDRESS:**

Department of Water Resources  
P.O. Box 942836  
Sacramento, CA 94236-0001

**OR**

**SUBMIT IN PERSON:**

Department of Water Resources  
1416 9th Street, Room 320  
Sacramento, CA 95814



**DO NOT SEND APPLICATIONS TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES OR DEPARTMENT OF WATER RESOURCES' FIELD OFFICES.** Applications are available at Department of Water Resources' (DWR) offices, the DWR website: [www.water.ca.gov/jobs/currentexams.cfm](http://www.water.ca.gov/jobs/currentexams.cfm), local office of the Employment Development Department, the California Department of Human Resources (CalHR), and their website: [www.jobs.ca.gov](http://www.jobs.ca.gov).

### IDENTIFICATION REQUIRED

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

### SPECIAL TESTING INFORMATION

If you have a disability and need special testing arrangements, mark the appropriate box in Question 2 of the Examination Application (STD 678). You will be contacted to make specific arrangements.

### ELIGIBLE LIST INFORMATION

A departmental promotional list will be established for the Department of Water Resource.

The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

### EXAMINATION INFORMATION

This examination will consist of a **Qualification Appraisal Interview weighted 100%**. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. Competitors who do not appear for the interview will be disqualified.

### EXAMINATION DATE(S)

It is anticipated that interviews will be held during **June/July 2016**.

### POSITION DESCRIPTION

This is the full supervisory level in the series where the majority of the time is spent on administrative and supervisory activities. Under general direction, the incumbent supervises a group of professional or analytical and semiprofessional accounting staff performing accounting and other fiscal related work or direct a variety of a specialized or central control fiscal activities, typically through subordinate supervisors at the Accounting Administrator I (Supervisor) level. This level, under general direction, either: (1) performs as the Chief Accounting Officer in a medium-complex or large-standard accounting office; or (2) performs as a multi-section supervisor in a large-complex accounting office; or (3) performs as a sectional manager in a very large complex accounting office.

### REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

All applicants must meet the minimum qualifications for this examination by the final filing date.

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "**Either**" I, "**or**" II, "**or**" III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

#### Either I

One year of experience in the California state service performing the duties of a professional accounting or auditing class equivalent in level to Accounting Administrator I (Specialist) or Accounting Administrator I (Supervisor).

#### Or II

**Experience:** Five years of increasingly responsible professional accounting or auditing experience. For at least one year, this responsibility must have been at a level equivalent to supervising a staff in the operation of a complex accounting system. [Experience in the California state service applied toward this requirement must include at least one year performing the duties of a class at a level of responsibility not less than that of Accounting Administrator I (Specialist) or Accounting Administrator I (Supervisor).] (Experience in the California state service may be applied toward the total experience requirement on a proportional basis.) **and**



## REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION CONTINUED

### Education:

1. Equivalent to graduation from college, with specialization in accounting; or
2. Completion of the equivalent of 45 semester units given by a collegiate-grade residence or correspondence institution, of which 24 units must include courses in financial accounting, managerial accounting, intermediate/advanced accounting, fund/governmental accounting, cost accounting, auditing, business law, computer applications/management information systems. (Persons who will complete course work requirements during the current quarter or semester will be admitted to the examination, but they must produce evidence of successful completion of the curriculum and the prescribed courses before they may be considered eligible for appointment.)

## SCOPE OF EXAMINATION

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

### A. Knowledge of:

1. Accounting principles and procedures.
2. Governmental accounting and budgeting.
3. The uniform accounting system and financial organization and procedures of the State of California and related laws, rules, and regulations.
4. Principles of business management, including office methods and procedures.
5. Principles of public finance.
6. Business Law.
7. Principles and techniques of personnel management and supervision.
8. Planning, organizing, and directing the work of others.
9. The Department's Equal Employment Opportunity Program objectives.
10. A manager's role in the Equal Employment Opportunity Program and the processes available to meet Equal Employment Opportunity objectives.

### B. Ability to:

1. Apply accounting principles and procedures.
2. Analyze data and draw sound conclusions.
3. Analyze situations accurately and adopt an effective course of action.
4. Prepare clear, complete, and concise reports.
5. Make sound decisions and recommendations in regard to the professional accounting problems in maintaining control of a departmental budget.
6. Establish and maintain cooperative relations with those contacted in the work.
7. Speak and write effectively.
8. Plan, organize, and direct the work of others.
9. Effectively contribute to the department's Equal Employment Opportunity objectives.

## SPECIAL PERSONAL CHARACTERISTICS

Ability to qualify for a fidelity bond.

## ADDITIONAL DESIRABLE QUALIFICATIONS

Preferred additional education includes courses in statistics, business finance, mathematics, college composition, speech/oral communication and/or business composition.

## VETERANS PREFERENCE

Veterans Preference Credit will not be granted in this examination, as it does not qualify as an entrance examination under the law.

## CAREER CREDITS

Career Credits are not granted in promotional examinations.



## GENERAL INFORMATION

The Department of Water Resources 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.

**For an examination without a written feature**, it is the candidate's responsibility to contact the Department of Water Resources three days prior to the written test date if he/she has not received his/her notice of appointment.

**Applications** are available at Department of Water Resources' (DWR) offices, the DWR website:

[www.water.ca.gov/jobs/currentexams.cfm](http://www.water.ca.gov/jobs/currentexams.cfm), local office of the Employment Development Department, and California Human Resources (CalHR) at [www.jobs.ca.gov](http://www.jobs.ca.gov).

**If you meet the requirements** stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. All candidates who pass will be ranked according to their scores.

**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 classification.

**Examination Locations:** When a written or performance test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, qualifications appraisal interviews are scheduled in Sacramento and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

**If a candidate's notice** of oral interview 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.

**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 eligible list. 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 this bulletin. In the case of continuous testing examinations, names are merged into the appropriate lists in order of final test scores (except as modified by veterans preference credits) regardless of the date of the test, and the resulting eligible lists will be used only to fill vacancies in the area shown on the bulletin.

**Promotional Examinations Only:** Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, 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 the Information Counter of State Personnel Board offices.

**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.

## CONTACT INFORMATION

For information regarding this examination, please contact Zambia Cain at (916) 653-956818.