INTRODUCTION

Actual testing locations may not be located in all areas. Candidates may be asked to travel to the nearest testing facility at their own expense.

EEO

The California Department of Education strives to maintain a diverse workforce and be 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?**

Candidates who meet the minimum qualifications as stated below may apply for this examination at any time. Once you have taken the examination, you may not reapply for twelve (12) months. All applicants must meet the education and/or experience requirements as stated on this examination announcement.

**FILING INSTRUCTIONS**

Applications (STD 678) must be received or postmarked no later than the final filing date. Dates printed on Mobile Bar Codes, such as 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 E-MAILED APPLICATIONS WILL NOT BE ACCEPTED. THE EXAMINATION TITLE MUST BE INDICATED ON THE APPLICATION.

**FILE BY MAIL OR IN PERSON:**
California Department of Education
Selection Services Office
1430 N Street, Room 1802
Sacramento, CA 95814-5901

**SPECIAL TESTING ARRANGEMENTS**

If you have a disability and wish to participate in one of our testing services, programs, or activities and require a specific accommodation, please mark the appropriate box for Question #2 on the Examination and/or Employment Application form. You will be contacted to make specific arrangements. TDD users may contact the California Relay Service TDD line at 1-800-735-2929, Voice line at 1-800-735-2922.

**REQUIRED IDENTIFICATION**

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

Under direction, prepares written non-English translations of general, technical, and scientific material; edits material that is written in English and translates it into a non-English language using idiomatic expressions; simplifies technical documents so that they can be understood by nontechnical, non-English speaking persons; reviews materials for their comprehensibility; assists in disseminating materials to non-English speaking populations; maintains contact with the multi-disciplined staff working in various departmental programs; assesses needs and advises others regarding informational materials that may be needed; gathers information for inclusion in departmental publications for dissemination to non-English speaking populations served by a State department; reads, edits and translates from English to a non-English language or from a non-English language to English articles for publication in departmental, professional, and technical journals; coordinates the preparation of materials with local, public, voluntary, and private organizations.

ELIGIBLE LIST INFORMATION

A Departmental Open spot eligible list will be established for the California Department of Education in Alameda county. 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.

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. 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. Your signature on your application indicates that the information provided is true and complete to the best of your knowledge.

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 requirements.
MINIMUM QUALIFICATIONS

Experience: Eighteen months of work experience translating written English to non-English or non-English to English, six months of which must have included the translation of written general, technical, or scientific documents. (Thirty semester units of college level academic course work in the appropriate language may be substituted for one year of the required experience.) and

Education: Equivalent to graduation from high school.

EXAMINATION INFORMATION

This examination will consist of a Qualification Appraisal Panel Exam (QAP) with a Writing Component weighted 100%. In order to obtain a position on the eligible list, a minimum score of 70% must be attained.

KNOWLEDGE AND ABILITIES

Knowledge of:
1. Grammar, spelling, punctuation, syntax and modern usage of English and the appropriate non-English language to effectively convey information to parents, staff and the public.
2. Regional differences in word usage and idioms to effectively convey information to parents, staff and the public.
3. English and the appropriate non-English equivalent of general, technical, and subject-matter terms to effectively convey information to parents, staff and the public.

Ability to:
1. Speak and write effectively in one or more of the more prevalent variations of the appropriate non-English language in order to maintain a professional work environment with parents, staff and the public.
2. Work without technical supervision and take responsibility for an accurate product for successful job performance.
3. Edit articles for publication.
4. Produce a final product which would appear to have been written by the appropriate non-English language subject-matter specialist.

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 dishonorably discharged or released. (See “General Information” on this bulletin for additional information and direction on
how to apply for Veterans’ Preference.)

CAREER CREDITS

Career Credits will not be added to the final score of this examination.

SELECTION PLAN

It is anticipated that the examination will be given in April/May 2017.

NOTE: If conditions warrant, this examination may utilize an evaluation of each candidate'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 application. List all experience relevant to the “Requirements for Admittance to the Examination” 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 “Requirements for Admittance to the Examination” carefully to see what kind of information will be useful to the staff doing the evaluation.

SPECIAL PERSONAL CHARACTERISTICS

Ability to relate and communicate effectively with the appropriate non-English speaking persons and sensitivity to the educational level and vocabulary of intended audiences.

CONTACT INFORMATION

For more information regarding this exam, please contact the exam analyst at 916-319-0857.

DISCLAIMER

Please click on the link below to review the official California State Personnel Board class specification:
https://www.jobs.ca.gov/Public/Tools/ClassSalarySearch.aspx

GENERAL INFORMATION

For an examination without a written feature, it is the candidate's responsibility to contact the testing department three weeks after the final filing date if he/she has not received his/her notice.

If a candidate's notice of examination fails to reach him/her 3 days prior to their 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.

Applications are available at [https://www.jobs.ca.gov/pdf/std678.pdf](https://www.jobs.ca.gov/pdf/std678.pdf) California Department of Human Resources (CalHR) offices, local offices of the Employment Development Department and the testing department on this job bulletin.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination 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 testing department 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.

Candidates needing special testing arrangements due to a disability must mark the appropriate box on the application and/or contact the testing department.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and 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, 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.

**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 Educational Development (GED) Test; 2) completion of 12 semester units of college work; 3) certification from the 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; 4) for clerical and accounting classes, substitution of business college work in place of high school
on a year-for-year basis.

**Veterans’ Preference:** Effective January 1, 2014, in accordance with Government Codes Section 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 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.

**Hows to Apply for Veterans’ Preference**

The California Department of Human Resources (CalHR) verifies veteran status. Directions to apply for Veterans’ Preference are on the Veterans’ Preference Application (CALHR Form 1093), which is available at: [https://www.jobs.ca.gov/pdf/spb1093.pdf](https://www.jobs.ca.gov/pdf/spb1093.pdf). Information is also available at the Department of Veterans Affairs.

TTY is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TTY Device.

For individuals with disabilities, this document may be available upon request in alternate formats. To obtain an alternate format, please call or write to the California Department of Education, Selection Services Office, 1430 N Street, Sacramento, CA 95814. Voice 916-319-0185, California Relay Service: Voice 1-800-735-2922 or TTY 1-800-735-2929.