



## PERSONNEL SUPERVISOR I California Correctional Health Care Services

### PROMOTIONAL – SPOT CONTINUOUS FILING

CONTACT  
INFORMATION  
ON THE WEB

[www.cphcs.ca.gov](http://www.cphcs.ca.gov)

[www.ChangingPrisonHealthCare.org](http://www.ChangingPrisonHealthCare.org)

*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.*

#### Position Information

Positions currently exist with the California Correctional Health Care Services at:

- Headquarters in Elk Grove, California
- Central Region in Fresno, California
- Southern Region in Bakersfield, California

Please only take this examination if you are interested in working at this location.

A Personnel Supervisor I, under general supervision, supervises a staff of Personnel Specialists performing personnel/payroll transactions functions; has functional supervision of lower-level Personnel Specialists in geographically separated locations where necessary; and develops and provides training and technical assistance to internal and departmental staff.

#### Salary and Benefit Information

Currently, as of October 1, 2016: \$3,939 - \$4,932 per month

For a summary of benefits, visit the California Department of Human Resources at:

<http://www.calhr.ca.gov/employees/pages/salary-and-benefits.aspx>

#### Who Can Apply

Applicants must meet one of the following criteria, in addition to meeting the education and/or experience requirements as stated in the next section.

1. Have a current permanent civil service appointment, or have had a permanent civil service appointment within the past three years, with the California Correctional Health Care Services (with no subsequent break in state service);
2. Be a current or former employee of the Legislature for two or more years as defined in Government Code (GC) § 18990;
3. Be a current or former non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in GC § 18992;
4. Be a person 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 § 18991. Applicants filing under this GC need to submit a legible copy of their discharge (DD214) along with the completed examination application.



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### Who Can Apply (Continued)

Under certain circumstances, other employees may be allowed to compete under provisions of State Personnel Board (SPB) Rules 234, 235, and 235.2.

### Minimum Qualifications

One year of experience in the California state service performing the duties of a Personnel Specialist, Range D, Senior Personnel Specialist, or Personnel Services Supervisor I.

**Additional Desirable Qualifications:** Familiarity with automated systems.

### Examination Information

This examination consists solely of an evaluation of each candidate's experience and/or education related to the duties of this position. For this reason, it is especially important that candidates accurately complete their applications. You are encouraged to list all experience(s) relevant to the "Position Information" and "Minimum Qualifications" shown on this bulletin. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained.

### How to Apply and Test

Submit an Examination Application (Std. Form 678) and Conditions of Employment (Form 631) for this examination either by mail or in person to the address listed below. The Std. Form 678 can be found at [www.jobs.ca.gov](http://www.jobs.ca.gov). The Form 631 can be found on the last page of this examination bulletin.

#### By mail:

California Correctional Health  
Care Services  
Examination Services, Bldg. D1  
P.O. Box 588500  
Elk Grove, CA 95758

#### In person:

California Correctional Health  
Care Services  
8280 Longleaf Drive  
Suite 101 Drop Box  
Elk Grove, CA 95758

If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday. Do not submit applications to the California Department of Human Resources.

Only applications with an original signature will be accepted.

The testing period for this examination is twelve (12) months. Once you have taken the examination, you may not retest for twelve (12) months.

If you have a disability and need special testing arrangements, please contact the California Correctional Health Care Services' Examination Services at (916) 691-5894 to make specific arrangements.



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### Eligible List Information

The resulting eligible list will be established to fill vacancies at Headquarters in Elk Grove, California; Central Region in Fresno, California, and Southern Region in Bakersfield, California within the California Correctional Health Care Services. Names of successful candidates are merged onto the list in order of final scores, regardless of date. Eligibility expires 12 months after it is established, unless the needs of the service and conditions of the list warrant a change in this period. Competitors must then retake the examination to re-establish list eligibility.

### Veteran's Preference and Career Credits

Veteran's Preference will not be granted in this examination. Career Credits will not be granted in this examination.



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### General Information

Applications are available at the State's career website at [jobs.ca.gov](http://jobs.ca.gov), local offices of the Employment Development Department, the California Correctional Health Care Services, and at the California Department of Corrections and Rehabilitation.

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

Eligible Lists: Eligible lists established by a 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.

The California Correctional Health Care Services 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 revisions will be in accordance with civil service laws and rules and all competitors will be notified.

General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, 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, an investigation may be made of employment records and personal history, and fingerprinting may be required.

High School Equivalence: Equivalence to completion of the 12<sup>th</sup> 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 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 (high school is four years).

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. Only individuals lawfully authorized to work in the United States will be hired.

For Current Examination Information, call  
(916) 691-5894 or 1-877-793-4473.

California Relay Service for the Deaf or Hearing Impaired:  
1-800-735-2929.

This bulletin cancels and supersedes all previously issued bulletins.

**PERSONNEL SUPERVISOR I**  
**Conditions of Employment (Form 631)**

Name: \_\_\_\_\_

**INSTRUCTIONS**

PLEASE MARK THE APPROPRIATE BOX(ES) OF YOUR CHOICE - YOU WILL NOT BE OFFERED A JOB IN LOCATIONS NOT MARKED.

If you are successful in this exam, your name will be placed on an active employment list and referred to fill vacancies according to the conditions you specify on this form. If you are not planning to relocate or are not willing to travel to a distant job location, do not select locations that are a long way from your residence.

**TYPE OF APPOINTMENT YOU ARE WILLING TO ACCEPT**

Please mark the appropriate box(es) - you may check "(A) Any" if you are willing to accept any type of employment.

(A) Any

(D) Permanent Full-Time

(K) Limited-Term Full-Time

(V) Permanent Part-Time

(U) Limited-Term Part-Time

(T) Permanent Intermittent

If all are marked and you receive an appointment other than Permanent Full-Time, your name will continue to be considered for Permanent Full-Time positions.

**LOCATIONS YOU ARE WILLING TO WORK**

(0005) ANY LOCATION LISTED BELOW – If this box is marked, no further selection is necessary.

**NORTHERN REGION**

3400 Headquarters

Elk Grove, Sacramento County

**CENTRAL REGION**

1000 Central Region Office

Fresno, Fresno County

**SOUTHERN REGION**

1500 Southern Region Office

Bakersfield, Kern County

Please notify California Correctional Health Care Services promptly of any changes of address or availability for employment at the following address:  
CCHCS, Examination Services, Bldg. D1, P.O. Box 588500, Elk Grove, CA 95758.

Release Date: 02/10/09

Revised Date: 10/18/16

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