



EMERGENCY NOTIFICATION CONTROLLER,
OFFICE OF EMERGENCY SERVICES
DEPARTMENTAL OPEN EXAMINATION
SPOT LOCATION: SACRAMENTO COUNTY
EXAM CODE: 9OE05

Department(s):	California Governor's Office of Emergency Services (Cal OES)
Opening Date:	March 1, 2019
Final Filing Date:	March 29, 2019
Monthly Salary:	\$4,086.00 - \$5,059.00
Exam Type:	Spot Exam
Exam Location:	Sacramento County

EEO

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.

DRUG FREE STATEMENT

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.

WHO SHOULD APPLY

Interested individuals who meet the minimum qualifications as stated below may apply for this examination. All applicants must meet the minimum qualifications as stated in this examination announcement by the final filing date March 29, 2019.

HOW TO APPLY

Standard State Applications (STD 678 Rev. 12/2017) must be POSTMARKED no later than 5:00 p.m. on the final filing date March 29, 2019. **FAXED, EMAILED, OR ONLINE APPLICATIONS WILL NOT BE ACCEPTED.** Applications postmarked, personally delivered, or received via inter-office mail after the advertised final file date will not be accepted.

SUBMIT APPLICATIONS ONLY TO THE ADDRESS INDICATED BELOW. DO NOT SEND APPLICATIONS TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES (CalHR). Applications may be obtained at www.jobs.ca.gov and www.caloes.ca.gov on the internet or at any Employment Development Department office.

FILE BY MAIL / IN PERSON:

California Governor's Office of Emergency Services
Human Resources – Examinations
3650 Schriever Avenue
Mather, CA 95655

NOTE: In addition to a completed state application (STD 678), all applicants are required to fill out a "[Criminal Record Supplemental Questionnaire](#)" and mail or hand deliver it to Cal OES.

(Click on the link above to download and print the Criminal Record Supplemental Questionnaire)

NOTE: Only applications received with an original signature will be accepted. The examination title and code must be indicated on the application. If you do not include all the required documents, you will not be considered for this exam.

TESTING AND FINAL FILING DATE INFORMATION

Once you have taken the examination, you may not reapply for twelve (12) months.

Final Filing Date: March 29, 2019

It is anticipated that the Qualifications Appraisal Panel oral interviews will be scheduled during the month of April 2019.

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements mark the appropriate box on the application. A Special Testing Arrangements Questionnaire will be sent to you to complete and return to Cal OES for review and approval. If you have questions, regarding special testing arrangements please call Cal OES, Human Resources – Examinations at (916) 845-8321. TDD users may contact the California Relay Service TDD line at 1-800-735-2929, voice line at 1-800-735-2922.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

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.

On applications, each Employment History entry must include: "to" and "from" dates (month/day/year), hours worked per week, years and/or months worked, time base, civil service or private sector titles, organization names, addresses, names of supervisors, phone numbers of persons listed above and the duties performed. **Applications received without this information will be rejected.** Resumes are optional and do not take the place of the application (STD 678).

NOTE: Access to the California Law Enforcement Telecommunications System (CLETS) will be required for this classification. Pursuant to this requirement, selected candidates will be required to submit fingerprints to the Department of Justice and be cleared prior to the start of employment (Government Code - Section 18935).

MINIMUM QUALIFICATIONS

Two years of communications experience with computerized systems, working in a public, private, or military agency communication center involving frequent contact and/or coordination with the public or other governmental or nongovernmental agencies. (Education equivalent to one year of college with a minimum of six units in Computer Science or Management Information Systems can be substituted for one year of the communications experience.)

"Communications experience" includes duty as a dispatcher or other person involved in a dispatch or coordination function which is conducted by either radio, telephone and/or teletype. "Computerized systems" includes experience working with PCs and mini-computers that are connected to networks such as a Windows or MS DOS environment.

ADDITIONAL DESIRABLE QUALIFICATIONS

Education equivalent to completion of the twelfth grade.

POSITION DESCRIPTION & LOCATION

Under the supervision of the Warning Center Supervisor, Cal OES, the Warning Controller is responsible for a wide range of tasks, receiving, coordination, and dissemination of information. They have daily contact with all levels of federal, state, and local government; industry; and the private sector providing the state with 24-hour warning capability. It is desirable that the incumbent have a basic knowledge of computer systems operating in the Microsoft Windows and Web Based Applications.

Positions exist only in Sacramento, California.

SPECIAL PERSONAL CHARACTERISTICS

Emotional stability under stress; decisiveness; willingness to perform work requiring irregular hours including night shifts, weekends, and holidays; and ability to travel occasionally throughout the state.

EXAMINATION INFORMATION

This examination consists of a Qualifications Appraisal Panel weighted 100%. To obtain a position on the eligible list, a minimum score of 70% must be received. Competitors will receive the results of this examination by mail within four to six weeks following the examination.

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

NOTE: Once you have taken the examination, you may not reapply for twelve (12) months.

SCOPE OF EXAMINATION

Knowledge of: Operating principles of communications equipment and computerized systems, including uses and limitations of such equipment; terminology used in communications operations; objectives, organization, and operations of Federal, State, and local emergency and disaster activities; and laws, rules, and regulations of the Federal Communications Commission.

Ability to: Read and write English at a level required for successful job performance, work alone, communicate effectively, follow instructions precisely, analyze situations accurately, and take effective action.

ELIGIBLE LIST INFORMATION

A departmental open eligible list will be established for Cal OES. The resulting eligible list will be used to fill vacancies in Sacramento County only. Eligibility expires 12 months after it is established unless the needs of the service and condition of the list warrant a change in this period.

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 Veterans' 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.

Career Credits **will not** be added to the final score for this exam, because it does not meet the requirements to qualify for Career Credits.

EMPLOYEE BENEFITS

Cal OES offers benefits in the following areas, including but not limited to:

- Health, Dental, and Vision
- Cash Benefit Programs
- Disability Insurance
- Beneficiary/Survivor Benefits
- Retirement Benefits
- 401(k) and 457 Deferred Compensation plans
- Vacation, Sick, and other Paid Leave
- Training Courses

A complete list of all benefits may be viewed at <http://www.calhr.ca.gov/employees/Pages/salary-and-benefits.aspx>

CONTACT INFORMATION

Any questions regarding the minimum qualifications, applying for the examination, being scheduled for the examination, reasonable accommodations, the examination components, scoring, etc., may be directed to the contact information below:

California Governor's Office of Emergency Services
Human Resources – Examinations
3650 Schriever Avenue
Mather, CA 95655
Email: Examinations@caloes.ca.gov
Phone: (916) 845-8321

GENERAL INFORMATION

Candidates Responsibility: It is the Candidate's responsibility to contact Cal OES, seven (7) days prior to the 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 Cal OES, Human Resources – Examinations at, (916) 845-8321, three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or 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.

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.

Cal OES 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 laws and rules, and all competitors will be notified.

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 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, 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.

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 Governor's Office of Emergency Services, Human Resources – Examinations, 3650 Schriever Avenue, Mather, CA 95655. Voice (916) 845-8321 California Relay Service: Voice 1-800-735-2922 or TTY 1-800-734-2929.