



## **Associate Governmental Program Analyst**

**Exam Code: 9PB04**

**Department: State of California**

**Exam Type: Servicewide, Open**

**Final Filing Date: Continuous**

### **CLASSIFICATION DETAILS**

**Associate Governmental Program Analyst – Range A \$4,975.00 - \$6,228.00 per month**

View the [classification specification](#) for the Associate Governmental Program Analyst classification.

### **APPLICATION INSTRUCTIONS**

Final Filing Date: Continuous

**Who Should Apply:**

Applicants who meet the minimum qualifications as stated on this bulletin may apply for and take this examination.

Once you have taken this examination, you may not retake it for **6 months**.

**How To Apply:**

The link to connect to the Training and Experience Evaluation is located farther down on this bulletin in the “Taking the Exam” section.

**Special Testing Arrangements:**

If you require special testing arrangements due to a verified disability or medical condition, please contact:

California Department of Human Resources

Bulletin Date: 07/24/2018

CalCareer Service Center  
1810 16<sup>th</sup> Street  
Sacramento, CA 95814

Phone: (866) 844-8671

Email: [CalCareer@CalHR.CA.GOV](mailto:CalCareer@CalHR.CA.GOV)

California Relay Service: 7-1-1 (TTY and voice)

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## **MINIMUM QUALIFICATIONS**

All applicants must meet the education and/or experience requirements as stated on this exam bulletin to be accepted into the examination. Part-time or full-time jobs, regardless of whether paid or volunteer positions, and inside or outside California state service will count toward experience.

### **Associate Governmental Program Analyst**

State experience applied toward the “General Experience” pattern must include at least one year in a class at a level of responsibility equivalent to that of the promotional class.

Experience applicable to one of the following patterns may be combined on a proportional basis with experience applicable to the other patterns to meet the total experience requirements, provided that the combined qualifying experience totals at least 30 months. Education may not be used to reduce this 30-month limit.

### **EDUCATION**

The following education is required when general experience is used to qualify at any level: equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.) AND

#### **EITHER 1**

Experience: One year of experience performing the duties of a Staff Services Analyst, Range C. or

#### **OR 2**

Experience: Three years of professional analytical experience performing duties in one or a combination of the following or closely related areas: budgeting, management analysis, personnel, planning, program evaluation, or policy analysis.

Promotional candidates who are within six months of satisfying the experience requirement for this class will be admitted to the examination, but they must fully meet the experience requirement before eligible for appointment.

(One year of graduate work in public or business administration, industrial relations, psychology, law, political science, or a related field may be substituted for six months of the required experience.)

## **POSITION DESCRIPTION**

### **Associate Governmental Program Analyst**

An Associate Governmental Program Analyst performs the more responsible, varied, and complex technical analytical staff services assignments such as program evaluation and planning; policy analysis and formulation; systems development; budgeting, planning, management, and personnel analysis; and continually provides consultative services to management or others. This is the full journey level analyst class. Incumbents are typically subject-matter generalists who have demonstrated possession of intellectual abilities, the management tools, and the personal qualifications to succeed in a variety of general staff services settings.

Vacancies are anticipated at various departments throughout state service.

## **EXAMINATION SCOPE**

This examination consists of the following components:

**Training and Experience Evaluation** – Weighted 100% of the final score.

The examination will consist solely of a **Training and Experience Evaluation**. To obtain a position on the eligible list, a minimum score of 70% must be received. Applicants will receive their score upon completion of the Training and Experience Evaluation process.

In addition to evaluating applicants' relative knowledge, skills, and ability, as demonstrated by quality and breadth of education and/or experience, emphasis in each exam component will be measuring competitively, relative job demands, each applicant's:

### **Knowledge of:**

1. Proper spelling, grammar, punctuation, and sentence structure.
2. Data collection techniques.

### **Ability to:**

1. Communicate information clearly and concisely to audiences with varying levels of understanding.
2. Evaluate written materials.

3. Develop procedures and processes related to programs.
4. Review and edit written materials for proper content, format, grammar, punctuation, and sentence structure.
5. Conduct research of various written and electronic materials.
6. Conduct research from various verbal/oral sources.
7. Perform arithmetic computations.
8. Present numerical data in a clear and logical format.
9. Exercise sound judgment when making decisions.
10. Extract specific, relevant data and information from a larger body of material.
11. Read and comprehend various technical documents such as policies, procedures, standards, regulations, technical reports, and contracts.
12. Read and interpret charts and graphs.
13. Reconcile discrepancies in data and information.
14. Identify, analyze, and evaluate situations or problems to determine and implement appropriate courses of action.
15. Apply information through research and/or training to current assignments or projects.
16. Analyze and evaluate the impact and effectiveness of programs, policies, and/or procedures.
17. Identify information, data, materials, and resources needed to complete a project or assignment.
18. Introduce change in a positive manner to generate support for the change and minimize the perceived impact on others.
19. Work on multiple tasks or parts of tasks simultaneously to ensure timely completion.
20. Work independently on projects or assignments.
21. Use a personal computer to input data, access information, and/or create materials or documents using a variety of software applications.
22. Use electronic mail software to communicate with diverse audiences.
23. Use database software to input, organize, track, and retrieve data.
24. Use spreadsheet software to compile, compute, organize, and present tables, graphs, and charts.
25. Use the internet to conduct on-line research and obtain information to complete program or project activities, etc.
26. Use word processing software to prepare reports and correspondence.
27. Use and operate basic office equipment.
28. Establish and maintain cooperative working relationships with management, staff, and internal/external stakeholders.
29. Persuade or influence others through the verbal explanation of issues and data.
30. Negotiate and compromise.

31. Use tact and diplomacy.
32. Be flexible in adapting to changes in priorities and assignments.
33. Maintain the confidentiality of sensitive and confidential information obtained through the course of completing assignments.
34. Provide one-on-one training to facilitate the transfer of specific knowledge and/or skills.
35. Interpret data obtained through formal data gathering techniques, such as surveys, questionnaires, and interviews.
36. Develop detailed and specific procedures and processes outlining the steps to follow in completing departmental, program, and/or project tasks.
37. Prioritize and schedule the work to be completed by a work team or project task force.
38. Establish project schedules and milestones to complete projects and assignments within desired timelines.
39. Facilitate meetings and discussions in a manner that ensures that the meeting and discussion stays focused on the intended topic and encourages active participation by all attendees.
40. Function as a liaison on behalf of assigned program or project to interact with management, staff, internal and external stakeholders to provide program specific information, answer questions, and address issues/problems raised.

## ELIGIBLE LIST INFORMATION

A servicewide, open eligible list for the **Associate Governmental Program Analyst** classification will be established for:

State of California (all State of California departments, statewide)

The names of successful competitors will be merged onto the eligible list in order of final score regardless of exam date. Eligibility expires **12 months** after it is established. Applicants must then retake the examination to reestablish eligibility.

Veterans' Preference will be granted for this examination. In accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, or widow or widower of a veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligible list.

Veteran status is verified by the California Department of Human Resources (CalHR). Information on this program and the Veterans' Preference Application (Std. 1093) is available [online](#). Additional information on veteran benefits is available at the Department of Veterans Affairs.

Career Credits are not granted for examinations administered on an Open basis or Promotional basis.

## EXAMINATION INFORMATION

### [Preview Training and Experience Evaluation](#)

## PREPARING FOR THE EXAMINATION

Here is a list of suggested resources to have available prior to taking the exam.

**Employment History:** Employment dates, job titles, organization names and addresses, names of supervisors or persons who can verify your job responsibilities, and phone numbers of persons listed above.

**Education:** School names and addresses, degrees earned, dates attended, courses taken (verifiable on a transcript), persons or office who can verify education, and phone numbers of persons or offices listed above.

**Training:** Class titles, certifications received, names of persons who can verify your training, and phone numbers of persons listed above.

## TAKING THE EXAMINATION

Take the examination for the [Associate Governmental Program Analyst](#) classification.

## TESTING DEPARTMENTS

State of California (all State of California departments)

## CONTACT INFORMATION

California Department of Human Resources  
CalCareer Service Center  
1810 16<sup>th</sup> Street  
Sacramento, CA 95814  
Phone: (866) 844-8671  
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## EQUAL OPPORTUNITY EMPLOYER

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right of 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.

## **GENERAL INFORMATION**

Examination and/or Employment Application (STD 678) forms are available at the California Department of Human Resources, local offices of the Employment Development Department, and through your [CalCareer Account](#).

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 in this bulletin will be rated against a predetermined job-related rating, and all applicants who pass will be ranked according to their score.

The California Department of Human Resources (CalHR) 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 applicants will be notified.

**General Qualifications:** Applicants must possess essential personal qualifications including integrity, initiative, dependability, good judgement, 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) 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 one to four years unless otherwise stated on the bulletin.

**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 Education 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 competitor 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.