



Personnel Supervisor 1 & 2

1304-5PB1801 Personnel Supervisor I
1314-5PB1802 Personnel Supervisor II

Department(s): Board of Equalization
California Conservation Corps
California Governor's Office of Emergency Services
California Highway Patrol
California Public Utilities Commission
California State Lottery
Department of Child Support Services
Department of Community Services & Development
Department of Consumer Affairs
Department of Corrections and Rehabilitation
Department of Education
Department of Forestry & Fire Protection
Department of General Services
Department of Health Care Services
Department of Human Resources
Department of Industrial Relations
Department of Justice
Department of Managed Health Care
Department of Motor Vehicles
Department of Parks and Recreation
Department of Public Health
Department of Rehabilitation
Department of Social Services
Department of State Hospitals
Department of Transportation
Department of Veterans Affairs
Department of Water Resources
Employment Development Department
Franchise Tax Board
Office of Legislative Counsel
State Compensation Insurance Fund
State Personnel Board

Opening Date: June 19, 2015

Final Filing Date: Continuous

Type of Examination: Multi-departmental Open

Salary: Personnel Supervisor I-\$3,731-\$4,671
Personnel Supervisor II-\$4,106-\$5,140

EQUAL EMPLOYMENT OPPORTUNITY

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.

WHO SHOULD APPLY?

Applicants who meet the Minimum Qualifications as stated on this bulletin may apply for and take this Training and Experience Evaluation at any time.

Once you have taken the Training and Experience Evaluation, you may not retake it for 12 months.

ELIGIBLE LIST INFORMATION

An open eligible list will be established by the California Department of Human Resources for use by the other State departments. The names of successful competitors will be merged onto the eligible list in order of final score regardless of test date. Eligibility expires eighteen (18) months after it is established. Competitors must then retake the Training and Experience Evaluation to reestablish eligibility.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

NOTE: All applicants must meet the education and/or experience requirements as stated on this examination bulletin as of the date the test is taken.

MINIMUM QUALIFICATIONS

State civil service experience is required to meet the minimum qualifications for this examination.

Personnel Supervisor I

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.

Personnel Supervisor II

One Year of experience in the California state service performing the duties of a Personnel Supervisor I or a Personnel Services Supervisor II.

POSITION DESCRIPTION

Personnel Supervisor I

This is the first supervisory level series and incumbents are responsible for one or more personnel transactions programs. Under general supervision, incumbents supervise a staff of Personnel Specialists performing personnel/payroll transactions functions. There may be functional supervision of lower-level

Personnel Specialists in geographically separated locations. Incumbents develop and provide training and technical assistance to internal and departmental staff.

Personnel Supervisor II

This is the second supervisory level in the series with full charge of all transactions functions. Through subordinate supervisors, incumbents plan, organize, and direct the work of the department's transactions program. There may be functional supervision over lower-level Personnel Specialists in geographically separated locations.

EXAMINATION INFORMATION

TRAINING AND EXPERIENCE EVALUATION – Weighted 100%

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. An applicant will receive his/her score upon completion of the Training and Experience Evaluation process.

[Click here to preview the Training and Experience Evaluation.](#)

KNOWLEDGE AND ABILITIES

Personnel Supervisor I and Above

Knowledge of: All of the above, and plan, organize, direct, and evaluate the work of subordinate staff; analyze work processes, evaluate suggestions, and develop and implement effective courses of action; effectively present ideas and recommendations; develop subordinate staff and assess training and developmental needs; effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

Greater emphasis is placed on supervisory and program administration skills at each higher level in this class series.

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.

CAREER CREDITS

Career Credits will be applied to state employees' final passing score who have obtained permanent civil service status with the state of California.

CONTACT INFORMATION

If you have any questions concerning this announcement, please contact:

The California Department of Human Resources Selection Division

1515 S Street, North Building, Suite 400

Sacramento, CA 95811-7258

1-866-844-8671

California Relay Service: (7-1-1)

Telecommunications Device for the Deaf (TTY) (916) 654-6336

TTY is a telecommunications device that is reachable only from phones equipped with a TTY device.

GENERAL INFORMATION

Applications are available at www.jobs.ca.gov and local offices of the Employment Development Department.

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.

The California Department of Human Resources 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.

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

Hiring Interview Scope: In a hiring interview, in addition to the scope described in this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight may be given to the breadth and recency of pertinent experience, and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development. For more information, you may refer to the classification specification <http://www.calhr.ca.gov/state-hr-professionals/pages/1303.aspx>

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.

Veterans' Preference: 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.

Bulletin Revision Date: 7/19/2016

FILING INSTRUCTIONS

Final Filing Date: Continuous

Where to Apply: Click the link at the bottom of this bulletin.

By clicking the link below, you will be directed to the Training and Experience Evaluation. Upon completion, the examination will be instantly scored.

[Click here to go to the Training and Experience Evaluation.](#)