



CALIFORNIA DEPARTMENT OF HUMAN RESOURCES

Systems Software Specialist 2 & 3 Series

Agency Code: 7500 Class Code: 1373/1558/1367/1559 Exam Code: 8PB67

Department(s): State of California
Opening Date: December 21, 2009
Final Filing Date: Continuous
Type of Examination: Servicewide, Open

EEO

An equal opportunity employer to all regardless of age, ancestry, color, denial of family and medical care leave, disability, gender identity or expression, genetic information, marital status, medical condition, military and veteran status, national origin, political affiliation, race, religion, sex, or sexual orientation of any person.

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 6 months.

FILING INSTRUCTIONS

Final Filing Date: Continuous

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

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special assistance or special testing arrangements, contact:

California Department of Human Resources
Examination and Selection Services Section
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.

SALARY INFORMATION

SYSTEMS SOFTWARE SPECIALIST II (SUPERVISORY) \$5839.00 - \$7677.00
SYSTEMS SOFTWARE SPECIALIST II (TECHNICAL) A \$5561.00 - \$7310.00
SYSTEMS SOFTWARE SPECIALIST II (TECHNICAL) L \$5561.00 - \$7310.00
SYSTEMS SOFTWARE SPECIALIST III (SUPERVISORY) \$6416.00 - \$8433.00
SYSTEMS SOFTWARE SPECIALIST III (TECHNICAL) \$6110.00 - \$8030.00

ELIGIBLE LIST INFORMATION

An open, service wide 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 12 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

Unless otherwise stated, experience applicable to one of the following patterns may be combined on a proportional basis with experience applicable to other patterns to meet the total experience requirement.

SYSTEMS SOFTWARE SPECIALIST II (TECHNICAL)
SYSTEMS SOFTWARE SPECIALIST II (SUPERVISORY)

Either I

One year of experience in the California state service performing duties comparable to a Systems Software Specialist I (Technical) or a Systems Software Specialist I (Supervisory).

Or II

Two years of experience in the California state service performing duties comparable to an Associate Systems Software Specialist (Technical).

Or III

Three years of progressively responsible experience in information technology systems study, design, and programming, which shall have included responsibilities such as coding, designing, modifying, installing, evaluating, and maintaining computer software. One year of experience in this pattern must include independent responsibility as a leader on systems software projects, or as a technical specialist on complex technology systems.

SYSTEMS SOFTWARE SPECIALIST III (TECHNICAL)
SYSTEMS SOFTWARE SPECIALIST III (SUPERVISORY)

Either I

One year of experience in the California state service performing duties comparable to a Systems Software Specialist II (Technical) or Systems Software Specialist II (Supervisory).

Or II

Two years of experience in the California state service performing duties comparable to a Systems

Software Specialist I (Technical) or Systems Software Specialist I (Supervisory).
Or III

Four years of progressively responsible experience in information technology systems study, design, and programming, which shall have included responsibilities such as coding, designing, modifying, installing, evaluating, and maintaining computer software. One year of experience in this pattern must include independent leadership responsibilities on complex systems software projects, or as a high level technical specialist on the more complex systems assignments.

POSITION DESCRIPTION

SYSTEMS SOFTWARE SPECIALIST II (Technical) & (Supervisory)

Technical positions, under general supervision, act as expert specialists, a team leader on the more complex systems software projects, and/or work independently as high-level technical specialists on the more complex system assignments. Under general direction, supervisory positions supervise the more complex software systems or systems software projects.

SYSTEMS SOFTWARE SPECIALIST III (Technical) & (Supervisory)

Technical positions, under administrative supervision, work independently as the recognized technical specialist on the maintenance of the most complex software systems and software projects, conversion to the most complex computer configurations. Supervisory positions supervise projects involving conversion to the most complex configuration and /or supervise a staff of software specialist responsible for the most complex assignments.

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

SYSTEMS SOFTWARE SPECIALIST II (Technical)
SYSTEMS SOFTWARE SPECIALIST II (Supervisory)
SYSTEMS SOFTWARE SPECIALIST III (Technical)
SYSTEMS SOFTWARE SPECIALIST III (Supervisory)

Knowledge of:

1. Information technology systems (software) programming, equipment, and its capabilities and interfaces between hardware and software.
2. The requirements for the installation and implementation of the most complex information technology software systems.

Ability to:

1. Write complex programs.
2. Develop detailed program specifications.
3. Analyze data and situations, reason logically and creatively, identify problems, draw valid conclusions, and develop effective solutions.
4. Apply creative thinking in the design and development of methods of processing information with information technology systems.

5. Establish and maintain cooperative relationships with those contacted in the course of the work
6. Work under pressure.
7. Communicate effectively.
8. Prepare effective reports.
9. Coordinate the activities of technical personnel.

SYSTEMS SOFTWARE SPECIALIST II (Supervisory)
SYSTEMS SOFTWARE SPECIALIST III (Supervisory)

Knowledge of:

1. The department's and manager's/supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.
2. Principles of personnel management, supervision, and training.

Ability to:

1. Supervise technical personnel.
2. Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

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

CONTACT INFORMATION

If you have any questions concerning this examination bulletin, please contact:

California Department of Human Resources
Attn: Examination Services
1515 S Street
Sacramento, CA 95811

1-866-844-8671
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GENERAL INFORMATION

For an examination with 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 written test fails to reach him/her 3 days prior to their scheduled appointment., he/she must contact CalHR at 1-866-844-8671.

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 may be limited or extended as conditions warrant.

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

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 [online](#), and at the Department of Veterans Affairs.

Bulletin Revision Date: 07/03/2017

TAKING THE EXAM

When you click the link below, you will be directed to the Training and Experience Evaluation. At the end of the Training and Experience Evaluation, it will be instantly scored.

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

Additionally, if you have a disability please select the “Reasonable Accommodations” box during the self-scheduling process.