



Key Data Operator

1419 – 3PB26

Department(s): California Department of Human Resources/Statewide for all Departments
Final Filing Date: Cut-off dates will be scheduled periodically
Type of Examination: Servicewide Open
Monthly Salary: Range A: \$ 2,251.00 - \$ 2,558.00
Range B: \$ 2,561.00 - \$ 3,203.00

INTRODUCTION

The California Department of Human Resources is pleased to announce the posting of the Key Data Operator examination. Please refer to the Filing Instructions section for examination scheduling information.

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 examination.

SPECIAL TESTING ARRANGEMENTS

If you have a disability and/or need special testing arrangements you will be able to request a reasonable accommodation during the filing and self-scheduling process.

If you have questions, please contact:
California Department of Human Resources Selection Division

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

Range A. This range shall apply to incumbents who do not meet the criteria for payment in Range B.

Range B. This range shall apply to persons who have satisfactorily completed either: (1) equivalent to six months of Key Data Operator experience; or (2) six months of experience in the operation of either key punch or key entry machines.

ELIGIBLE LIST INFORMATION

An eligible list will be established by the California Department of Human Resources for use by all State departments.

A candidate may test only once in a 3-month period. The names of successful competitors will be merged onto the eligible list in order of final scores, regardless of test date. Eligibility expires 12 months after it is established. Competitors must then retake the examination to reestablish eligibility.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

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

MINIMUM QUALIFICATIONS

Candidates must be familiar with a standard alphabetic keyboard such as that on a typewriter, key punch or key entry machine.

POSITION DESCRIPTION

This is the entry, training and journey person level in this series. Incumbents, under close supervision, learn and perform routine key punch or key entry operations. Incumbents may have lead responsibility over others.

EXAMINATION INFORMATION

This examination will consist of a performance examination weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained.

KNOWLEDGE AND ABILITIES

Knowledge of: Typewriter or key data keyboard.

Ability to: Demonstrate aptitude for key punch or key entry machine operation; perform general clerical work of average difficulty and follow directions.

SPECIAL PERSONAL CHARACTERISTICS

Willingness to follow a prescribed routine; willingness to work under noisy conditions. Some positions may require the ability to lift and move trays of tabulating cards as required.

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.

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

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GENERAL INFORMATION

For an examination with a performance feature, it is the candidate's responsibility to print their "Notice to Appear" and present the notice on the date, time, and location of the test date.

Examination Locations: When a performance 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 of interviews or performance evaluations 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.

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 <https://jobs.ca.gov/Public/Jobs/Veterans.aspx>, and the Department of Veterans Affairs.

Bulletin Revision Date: 3/8/16

TAKING THE EXAM

When you click the link below, you will be directed to the self-scheduling system.

[Self-Scheduling Opens](#)

[Exam Dates](#)

[Location](#)

Check this bulletin regularly for future test dates and locations.

You must schedule yourself to participate in this performance examination. Self-scheduling for this examination is offered on a first-come-first-served basis for each performance exam date. Please be aware that, although seating is limited and scheduling will conclude once all seats are filled for a specific performance exam date, additional self-scheduling dates will be posted.

PLEASE NOTE: If you fail to appear for the examination as scheduled, you will not be able to reapply/reschedule for 6 weeks.

[CLICK HERE to apply for and to self-schedule the Key Data Operator examination](#)