STATE OF CALIFORNIA

Department of Parks and Recreation

EXAMINATION ANNOUNCEMENT

PERSONNEL SUPERVISOR II
DEPARTMENTAL PROMOTIONAL - SPOT

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.

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.

POSITIONS EXIST

This is a **SPOT** examination for Sacramento County only.

SALARY RANGE

$4106 - $5140

WHO SHOULD APPLY

This is a Departmental Promotional examination for the **Department of Parks and Recreation.** Applicants must meet one of the following criteria in order to participate in this examination:

1. Must have a permanent civil service appointment with the Department of Parks and Recreation as of the final filing date; or
2. Must meet the provisions of the State Personnel Board Rule 234, 235, or 235.2; or
3. Must be a current or former employee with the Legislature, who resigned or was released from service within the last 12 months, and with two or more consecutive years of service as defined in Government Code Section 18990; or
4. Must be a current or former nonelected exempt employee of the Executive Branch of government who resigned or was released from service within the last 12 months, and with two more consecutive years of service (excluding those positions for which the salaries are set by statute) as defined in Government Code Section 18992; or
5. Must be a person retired from the United States military, honorable discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code 18991.

For applicants who meet the criteria under 3, 4, or 5, if promotional examinations are given by more than one department for the same classification, the applicant must select one department in which to compete.

Persons applying using Veterans experience must submit a copy of their DD214 with their Standard State Application (STD. 678)

FILING INSTRUCTIONS

Final Filing Date: July 27, 2015

Applications (Form 678) must be postmarked no later than **July 27, 2015**, the final filing date. Applications postmarked or personally hand delivered after the final filing date **will not** be accepted for any reason.

INCLUDE EXAM CODE (*5PR12-02*) ON YOUR APPLICATION IN THE SECTION TITLED "EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING".

Only applications for the *Personnel Supervisor II* will be accepted. If you are applying for multiple examinations you must file a separate application for each one. Failure to do so will result in the rejection of your application from this examination.

NOTE: Do not send your application via office or interoffice mail. Application received by this manner **will not** be accepted and cannot be returned pursuant to California code of rights 174.

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Exam Title:	**Personnel Supervisor II**	**Release date:**	**July 9, 2015**
Exam Code:	**5PR12-02**	**Final Filing Date:**	**July 27, 2015**
Schem Code:	**KY25**	**Class Code:**	**1314**

WHERE TO APPLY

Applications (Std. Form 678) may be delivered in person or by mail. Please submit to:

By mail:
Department of Parks and Recreation
Attention: Selections Unit/Jeanne Krause
P.O. Box 942896
Sacramento, CA 94296-0001

In person:
Department of Parks and Recreation
1416 9th Street
Room 1018 (10th floor)
Sacramento, CA 95814

EXAMINATION INFORMATION

TRAINING AND EXPERIENCE QUESTIONNAIRE WEIGHTED 100.00%

The examination is based solely on your Training and Experience. The Training and Experience (T&E) Examination is weighted 100%. To obtain a position on the eligible list, a minimum score of 70% must be received.

Filing deadline to complete the T&E Examination is **July 27, 2015.** The link to this examination will not be available after that point.

To *preview* the T&E Examination click below or type the following link into your address bar:
https://www.surveymonkey.com/r/PREVIEW-Personnel-Sup-Series

To complete the actual required T&E Examination, click below or type the following link into your address bar:
https://www.surveymonkey.com/r/Personnel-Sup-Series

NOTE: THE T&E EXAMINATION MUST BE COMPLETED AND SUBMITTED WITH YOUR STATE APPLICATION (Std. 678) BY **July 27, 2015**, THE FINAL FILING DATE, OR YOU WILL BE ELIMINATED FROM THE EXAMINATION.

FINAL FILING DATE

Required: A hard copy of your completed T&E Examination and a State Application (STD Form 678) must be mailed and postmarked or hand delivered no later than **July 27, 2015,** the **final filing date. Packets postmarked, personally delivered, or received via interoffice mail after the final filing date will not be accepted for any reason.**

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, mark “yes” on Question #2 on the Examination and/or Employment application. The Selections Unit will contact you to make special testing arrangements. If you have not been contacted prior to receiving a notice to appear for the examination, please contact the Exam Analyst at (916)653-9604

ELIGIBLE LIST INFORMATION

A departmental eligible list will be established for the Department of Parks and Recreation for Sacramento County. This list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

All applicants must meet the education and/or experience requirements for this examination by **July 27, 2015,** the **final filing date**.

All applications/resumes must include “from” and “to” employment dates (month/day/year), time base, and applicable civil service class titles. Applications/resumes received without this information will be rejected.

If education is required to meet the minimum qualifications, include on the application (question #13) the name and location of the institution, course of study, units completed (semester/quarter), diploma, degree, or certificate obtained, and date completed. **Note: Applicants who are hired from the employment list must provide their official transcripts from the applicable institution(s) if education is used to meet the minimum qualifications.**

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Acceptable course work and degrees must be completed at a regionally accredited institution. Course work completed in other states is acceptable as long as the institution holds regional accreditation through an accrediting body. Course work and degrees completed outside of the United States must be evaluated by an approving foreign transcript evaluation agency before they may be used for credentialing purposes.

MINIMUM QUALIFICATIONS

Qualifying experience may be combined on a proportionate basis if the requirements stated include more than one pattern and are distinguished as **"Either" I, "Or" II, "Or" III**, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to the examination as meeting 100% of the overall experience requirement.

Experience: 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

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 SCOPE

Knowledge of:

1. Current office methods, procedures, equipment, and basic math principles.
2. Laws, rules, regulations, and bargaining contract provisions affecting personnel record keeping, personnel transactions, payroll, and certification processes used in State departments.
3. A 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.

Ability to:

1. Think logically, multitask, and apply laws, rules, regulations, and bargaining contract provisions concerning personnel transactions;
2. Independently interpret and use reference material;
3. Give and follow directions;
4. Gather data;
5. Design and prepare tables, spreadsheets, and charts;
6. Advise employees of their rights;
7. Consult with supervisors on alternative actions which they may take on various transaction situations;
8. Communicate effectively;
9. Operate a computer keyboard/terminal;
10. Establish and maintain cooperative working relations with those contacted during the course of the work;
11. Organize and prioritize work;
12. Create/draft correspondence;
13. Maintain personnel records.
14. Represent the department on intra/interdepartmental teams;
15. Coordinate a variety of personnel/payroll transactions;
16. Research critical transactions and recommend alternative solutions.
17. Plan, organize, direct, and evaluate the work of subordinate staff;
18. Analyze work processes, evaluate suggestions, and develop and implement effective courses of action;
19. Effectively present ideas and recommendations;
20. Develop subordinate staff and assess training and developmental needs;
21. 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.

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ADDITIONAL DESIRABLE QUALIFICATIONS

Familiarity with automated systems.

VETERANS' PREFERENCE

Per Section I, section 18973.5 of the Government Code, this exam does not meet the requirements to be considered an entrance exam and therefore Veterans' Preference are **not** granted.

CAREER CREDITS

Career credits are not granted in promotional examinations.

CONFIDENTIALITY AND SECURITY

Pursuant to Government Code Sections 19680(c) and 19681(b) it is unlawful to copy and/or furnish confidential examination material for the purpose of either improving or injuring the chances of any person or to obtain examination questions or other examination material before, during, or after an examination. Every person violating these provisions is guilty of a misdemeanor, and adverse action will be pursued. This may result in the person being barred from competition in future examinations, withheld from certification lists, or cancellation of eligibility for employment in state civil service.

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GENERAL INFORMATION

Applications are available at Department of Parks and Recreation, California Department of Human Resources (CalHR) offices, local offices of the Employment Development Department, and online at jobs.ca.gov.

If you meet the requirements, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The Department of Parks and Recreation reserves the right to revise the examination plan to better the needs of the service if the circumstances under which this examination was planned changes. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

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, 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 this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and 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.

Veterans' Preference: Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application (CalHR 1093), which is available at https://jobs.ca.gov/job/veteransinformation, and the Department of Veterans Affairs.

Career Credits: In open-non-promotional examinations, career credits are granted to: 1) state employees with permanent civil service status, 2) full-time employees of the state who are exempt from state civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirements specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in or are graduates of the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination. Such examinations cannot be for managerial positions described in Government Code Section 3513. Competitors not currently employed in state civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their civil service status in the appropriate section of the Examination Application form STD. 678.

High School Equivalence: Equivalence to completion of the 12th 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 candidate 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.

DEPARTMENT OF PARKS AND RECREATION
Personnel Office/Selection Unit 1416 9th Street, Room 1018, Sacramento, CA 95814 (916) 653-3536

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device
1 (800) 735-2929 (TT/TDD) 1 (800) 735-2922 (Voice)

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