CALIFORNIA Water Boards

Exam Announcement

California State Government - equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation. 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.

ASSOCIATE BUDGET ANALYST
DEPARTMENTAL PROMOTIONAL

HOW TO APPLY

Applications are available may be filed in person or by mail with:

STATE WATER RESOURCES CONTROL BOARD
HUMAN RESOURCES BRANCH
1001 "I" STREET, 18TH FLOOR
SACRAMENTO, CA 95814

DO NOT SUBMIT APPLICATIONS TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES

FINAL FILING DATE

OCTOBER 27, 2015

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Application for Examination." You will be contacted to make specific arrangements.

Applications (Form 678) must be **POSTMARKED** no later than the final filing date. Applications postmarked or personally delivered after the final filing date will not be accepted for any reason. The use of metered mail, including interoffice mail, and faxed applications are prohibited.

NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to the examination.

QUALIFICATIONS APPRAISAL INTERVIEW

It is anticipated that interviews will be held during November/December 2015. Ordinarily, these are scheduled in Sacramento. However, location of interviews may be changed as conditions warrant.

SALARY RANGE

$4,600 - $5,758

WHO SHOULD APPLY

1. Applicants must have permanent civil service status with the State Water Resources Control Board as of final filing date, in order to participate in this examination; **or**
2. Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government § Code 18990; **or**
3. Must be current a former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992; **or**
4. Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

APPLICANTS MUST PROVIDE A COPY OF DD FORM 214, CERTIFICATE OF RELEASE OR HONORABLE DISCHARGE FROM ACTIVE DUTY.

For applicants under items 2, 3, or 4, if promotional examinations are given by more than one department for the same classification, the applicant must select one department in which to compete.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

Qualifying experience may be combined on a proportional basis if the requirements stated below include more than one pattern and are distinguished as "Either" I "or" II. 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 an examination as meeting 100% of the overall experience requirements.

MINIMUM QUALIFICATIONS

Experience applicable to one of the following patterns may be combined on a proportional basis with experience applicable to the other pattern 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.

Either I

In the California state service, one year of experience performing the duties of a Staff Services Analyst (Range C). (Persons applying experience toward this pattern must have had a full-time assignment in California state service preparing, justifying and analyzing, or controlling and administering budgets or budgetary programs.)

Or II

Three years of progressively responsible experience with duties involving the preparation, justification, and analysis, or the control and administration of a budget or budgetary program. (Experience in California state service applied toward this pattern must include one year of experience performing duties comparable in level of responsibility to those of a Staff Services Analyst, Range C.) (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.)

AND

Education:
Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)
(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 being eligible for appointment.)

THE POSITION

An Associate Budget Analyst under general direction performs independently the more responsible and complex technical budget analysis work in administering the State budgetary program; provides consultative budget service to department management State officials; and does other related work.

Positions exist in Sacramento.

EXAMINATION INFORMATION

This examination will consist of a qualifications appraisal interview. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview.

Qualifications Appraisal - Weighted 100.00%

SCOPE

In addition to evaluating the competitor's relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor's:

KNOWLEDGE OF

1. Principles and practices of governmental budgeting and accounting, financial structure, uniform accounting system, and financial procedures of the State of California.
2. Purposes, functions, and fiscal organization of the various State agencies.
3. Laws relating to financial administration of the State Government.
4. Principles of public and personnel administration.
5. Principles of organization and management.
6. Principles and practices of public finance, research techniques and statistical principles and procedures.

ABILITY TO

1. Develop various types of budget documents.
2. Analyze and solve difficult technical budget problems.
3. Establish and maintain cooperative relationships with control agency staff and others contacted in the work.
4. Speak and write effectively.
5. Analyze situations accurately and develop an effective course of action.

ELIGIBLE LIST INFORMATION

A departmental promotional eligible list will be established for the State Water Resources Control Board. The list will be abolished 12 months after it is established unless the needs for the service and condition of the list warrant a change in this period.

VETERANS PREFERENCE CREDITS

Will not be granted in this examination.

CAREER CREDITS

Will not be granted in this examination.

GENERAL INFORMATION

For an examination with an oral interview feature it is the candidate's responsibility to contact the **Human Resources Branch at (916) 341-5127** three weeks after the final filing date if he/she has not received a progress notice.

For an examination with a written test feature, it is the candidate's responsibility to contact the **State Water Resources Control Board** three days prior to the written test date is he/she has not received a notice.

If a candidate's notice of oral interview or written test fails to reach him/her prior to the day of the interview or test due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at the California Department of Human Resources website at http://jobs.ca.gov/Profiles/StateApplication, local offices of the Employment Development Department and the State Water Resources Control Board.

If you meet the civil service requirements for admittance to the examination, which are stated on the reverse, you will be scheduled for the examination. Possession of the entrance requirements does not assure a place on the eligible list. The examination is competitive and your performance in the examination will be compared with the performance of the others who take this test. All candidates who pass will be ranked according to their scores.

The State Water Resources Control Board 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 law and rules and all competitors will be notified.

Eligible Lists: Eligible lists are established by competitive examination; and 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.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rule 234,235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or the Information Counter of the California Department of Human Resources offices.

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.

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HEARING IMPAIRED RELAY SERVICE: TDD to Voice 1-800-735-2922
Voice to TDD 1-800-735-2929