



EXAM ANNOUNCEMENT

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.

ASSOCIATE ADMINISTRATIVE ANALYST (ACCOUNTING SYSTEMS) DEPARTMENTAL PROMOTIONAL

HOW TO APPLY

Applications are available and 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

FINAL FILING DATE

DO NOT SUBMIT APPLICATIONS TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES
March 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.

SALARY RANGE

\$4,711 - \$5,900

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

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

MINIMUM QUALIFICATIONS

Either I

Experience: Three years of increasingly responsible technical experience in governmental, commercial, or public accounting performing any one or a combination of the following types of work:

1. Development and installation of varied accounting systems. **or**
2. Preparation of comprehensive and complex financial statements and tax returns. **or**
3. Directing or assisting in the direction of the accounting and budgetary work of a business concern or governmental agency. **or**

STATE WATER RESOURCES CONTROL BOARD/REGIONAL WATER QUALITY CONTROL BOARDS

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

ASSOCIATE ADMINISTRATIVE ANALYST (ACCOUNTING (SYSTEMS))
JM36-5304

FINAL FILING DATE: MARCH 27, 2015

5WB14

**MINIMUM QUALIFICATIONS
(CONT'D)**

4. Analytical and critical examination of financial records and books of accounts of business concerns or governmental agencies. [At least one year of the qualifying experience shall have been equivalent in level to an Assistant Administrative Analyst (Accounting Systems) in the California state service. In the evaluation of experience, greater weight will be given to experience in the full-time development and installation of accounting systems.] **AND**

Education: Either

1. Equivalent to graduation from college, with specialization in accounting. **or**
2. Completion of either:
 - a. A prescribed professional accounting curriculum given by a residence or correspondence school of accountancy, including courses in elementary and advanced accounting, auditing, and cost accounting; and business law. **or**
 - b. The equivalent of 16 semester hours of professional accounting courses given by a collegiate-grade residence institution, including courses in elementary and advanced accounting, auditing, and cost accounting; and three semester hours of business law.

THE POSITION

Under general direction, to make studies of the accounting systems and financial organization, policies, procedures, and practices of State agencies and to prepare reports containing recommendations; to provide consultative service to State agencies; and to do other related work.

Positions exist in Sacramento.

EXAMINATION INFORMATION

If conditions warrant, this examination may utilize an evaluation of each candidate's experience and education compared to a standard developed from the class specification. For this reason, it is **especially important** that each candidate take special care in accurately and completely filling out their application. List **all** experience relevant to the "Requirements for Admittance to the Examination" shown on this announcement, even if that experience goes beyond the seven-year limit printed on the application. When completing the application include "to" and "from" dates (month/day/year), time base, civil service class titles and/or job titles from the private sector, relevant college or trade school education, certificates, licenses, etc., name(s) or institution(s) and completion dates. **Please read the "Requirements for Admittance to the Examination" carefully** to see what kind of information will be useful to the staff doing the evaluation.

In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained.

Education and Experience - 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

A. Knowledge of:

1. Accounting principles and practices.
2. Governmental accounting and budgeting.
3. Administrative survey principles and techniques.
4. Principles of organization, administration, and management.
5. Uniform accounting system and financial organization and procedures of the State of California.
6. Principles of public administration.
7. Office methods, equipment, and procedures.
8. Statistical methods.
9. Principles of personnel management and supervision.
10. Principles and procedures of automatic data processing systems.

ABILITY TO

B. Ability to:

1. Apply administrative survey principles and techniques to the analysis and development of accounting and financial organization, procedures, and problems of governmental agencies.
2. Establish and maintain cooperative relationships with representatives of public and private agencies.
3. Prepare questionnaires and interview effectively.
4. Supervise the work of both technical and clerical assistants.

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5. Analyze data and draw sound conclusions.
6. Communicate effectively.
7. Prepare comprehensive reports and compile manuals of accounting procedures.
8. Analyze situations accurately and adopt 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 if 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.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device.

HEARING IMPAIRED RELAY SERVICE:

TDD to Voice 1-800-735-2922

Voice to TDD 1-800-735-2929