



# 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 PROMOTIONAL

**DEPARTMENTAL FOR:**  
STATE WATER RESOURCES CONTROL BOARD

**NO WRITTEN TEST REQUIRED**  
The entire examination will consist of an interview.

**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, 18<sup>TH</sup> FLOOR  
SACRAMENTO, CA 95814

**DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD**

**FINAL FILING DATE: March 22, 2013**

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 special 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 May/June 2013. Ordinarily, these are scheduled in Sacramento,

**SALARY RANGE: \$4400 - \$5348**

- WHO SHOULD APPLY:**
1. Applicants must have a permanent civil service status with the State Water Resources Control Board as of the 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 a current or 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 FORM DD 214 CERTIFICATE OF RELEASE OR 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 to which to compete.

**NOTE: All applicants must meet the education and/or experience requirements for this examination by March 22, 2013 the final filing date. Your signature on your application indicates that you have read, understood, and possess the basic qualifications required.**

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.

**Experience: 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.)

**Education: and**  
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:

- A. 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.
- B. 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. The list will be abolished 12 months after it is established unless the needs of the services and conditions of the list warrant a change in this period.

**Veteran's preference** credit is not granted in promotional examinations.

STATE WATER RESOURCES CONTROL BOARD/REGIONAL WATER QUALITY CONTROL BOARDS

**SEE REVERSE SIDE FOR ADDITIONAL INFORMATION**

ASSOCIATE BUDGET ANALYST

3WB01  
LF30-5284

FINAL FILING DATE: MARCH 22, 2013

## GENERAL INFORMATION

For an examination with an oral interview feature it is the candidate's responsibility to contact the State Water Resources Control Board Human Resources Branch (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 CalHR offices, 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.

**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. Ordinarily, oral interviews are scheduled in Sacramento, Oakland, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

**Eligible Lists:**

Eligible lists are established by competitive examination; and regardless of date, must be used in the following order:

- |                              |                            |
|------------------------------|----------------------------|
| 1. Subdivisional promotional | 4. Servicewide promotional |
| 2. Departmental promotional  | 5. Departmental open       |
| 3. Multidepartmental         | 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 are currently employed by the State Water Resources Control Board. 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 State Personnel Board 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.

**Interview Scope:**

In addition to the scope described on the other side of this bulletin, the panel will consider your education and experience, your personal development, your presentation to the panel, and your overall competitiveness in relation to the entire candidate group. In appraising experience, more weight will 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 the candidate's personal development will include consideration of his/her training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

**Veterans Preference:**

California law allows granting of veterans preference points in open entrance examinations and open promotional examinations. Credit in open entrance examinations is granted as follows: 10 points for veterans, widows and widowers of veterans, and spouses of 100% disabled veterans; and 15 points for disabled veterans. Credit in open nonpromotional examinations is granted as follows: 5 points for veterans; and 10 points for disabled veterans. **Due to changes in the law, which were effective August 21, 1994, both disabled and non-disabled veterans must reapply even if you have previously established your veteran's eligibility with the State Personnel Board.** Directions for applying for veteran's preference points are on the Veteran Preference Application form (Form 1093), which is available from State Personnel Board Offices, written test proctors, and the Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001.

**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.
4. For clerical accounting classes, substitution of business college work in place of high school on a year-for-year basis.

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