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.

ADMINISTRATIVE OFFICER II
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, 18th Floor
SACRAMENTO, CA 95814

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

FINAL FILING DATE: September 4, 2012

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.

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.

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 October/November 2012. Ordinarily, these are scheduled in Sacramento, Oakland, and Los Angeles. However, the location of interviews may be changed as conditions warrant.

SALARY RANGE: $4622 - $5576

WHO SHOULD APPLY:

1. Applicants must have a 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 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 September 4, 2012 the final filing date.

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, "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 an examination as meeting 100% of the overall experience requirements.

Either I
Experience: One year of experience in the California state service performing staff duties such as fiscal management, budgeting, administrative analysis, personnel, or business services of a class at a level of responsibility not less than that of an Administrative Officer I, Resources Agency, Range B.

Or II
Three years of increasingly responsible experience in one or a combination of the following fields: fiscal management, budgeting, administrative analysis, personnel, or business service administration. (Experience in the California state service applied toward this requirement must have included one year performing the duties of a class at a level of responsibility not less than that of an Administrative Officer I, Resources Agency, Range B.) and

Education: Equivalent to graduation from college, preferably with a major in public or business administration. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

THE POSITION

The Administrative Officer II in this class has total responsibility for all of the administrative staff functions in a large departmental division, district, office, or region. This class is typically in charge of a staff of clerical, technical, and professional personnel assigned to carry out all of the staff services functions for a departmental division, district, office, or region. Incumbents report directly the District Superintendent, Division Chief, District Administrator or Assistant District Administrator.

SPECIAL PERSONAL REQUIREMENTS
Demonstrated capacity for assuming increasing administrative responsibility.

Positions exist statewide.

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 INTERVIEW - WEIGHTED 100.00%

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

A. Knowledge of:
1. Principles, practices, and modern methods of public and business administration with special reference to fiscal and personnel management and budgetary preparation and control.
2. Principles and practices of employer-employee relations.
3. A manager's/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.
4. Principles and practices of general business management, modern office methods, forms and equipment; buildings management; purchasing principles and practices, laws, rules, and regulations governing administrative practices in the California state service.
5. Principles of accident prevention and safety practices.
6. Public information channels and methods; organization and functions of the Resources Agency.

B. Ability to:
1. Develop and install new and revised methods and procedures, analyze administrative problems and analyze situations accurately.
2. Take effective action, plan, organize, and direct the work of others.
3. Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.
4. Reflect management's position on collective bargaining issues.
5. Develop and maintain cooperative and harmonious working relationships and communicate effectively.

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 of the service and condition of the list warrant a change in this period.

Veterans preference credit is not granted in promotional examination since it does not qualify as entrance examination under the law

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 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 State Personnel Board 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 an 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
2. Departmental promotional
3. Multidepartmental
4. Servicewide 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. 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 veterans 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