



# 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.

## DATA PROCESSING MANAGER 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, 18<sup>TH</sup> FLOOR  
SACRAMENTO, CA 95814

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

**FINAL FILING DATE: JULY 24, 2012**

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, personally delivered or received via inter-office mail after the final filing date will not be accepted for any reason.

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

**QUALIFICATIONS APPRAISAL**  
It is anticipated that interviews will be held during AUGUST/SEPT 2012. This exam will be scheduled in Sacramento. However, location of interviews may change as conditions warrant.

**SALARY RANGE: \$5849 - \$7464**

**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.

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 JULY 24, 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.

**EDUCATION EXPERIENCE:**  
The following educational background is required of all competitors who wish to be given credit for experience under the outside experience pattern.

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

Either I

Experience: One year of experience in the California state service performing electronic data processing duties of a class with a level of responsibility equivalent to Data Processing Manager I.

Or II

Experience: Five years of progressively responsible experience in EDP system design, programming, or operations, at least one year of which shall

have been in a management assignment. (Experience in the California state service applied toward this requirement must include one year performing the duties of a class with a level of responsibility equivalent to Data Processing Manager I.)

**SPECIAL PERSONAL REQUIREMENTS**  
Demonstrated ability to act independently with flexibility and tact.

**ADDITIONAL DESIRABLE QUALIFICATIONS:**  
In appraising the relative qualifications of candidates for all levels, consideration will be given to the extent and type of experience related to the electronic data processing functions listed in the "Scope" of the specification and to the extent and type of pertinent education beyond that required under "Minimum Qualifications". Preferred additional education includes courses in public administration.

**THE POSITION**

The Data Processing Manager II position is the second level of management in a medium to large EDP organization requiring subordinate managers at the Data Processing Manager I level with responsibility for analysis, programming, processing, computer operations or other related EDP functions or may (1) direct a large unit of analysts or programmers, or (2) direct a combination of EDP functions representing an equivalent level of responsibility, or (3) direct all activities of a small, complex EDP organization, or (4) direct the computer operations of a large to very large EDP organization serving multiple departments.

**Position(s) 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 competitors' 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, practices and trends of public administration; including management, organization, planning, cost/benefit analysis, budgeting and project management and evaluation
2. Employee supervision, training, personnel management and fiscal management practices
3. Current computer industry technology and practices
4. Principles of data processing systems design, programming operations, and controls
5. State level policies and procedures relating to EDP
6. The department's goals and objectives
7. The department's Equal Opportunity Program objectives
8. A manager's role in the Equal Opportunity Program and the processes available to meet equal employment opportunity objectives.

B. Ability to:

1. Develop and evaluate alternatives, make decisions and take appropriate action.
2. Establish and maintain priorities.
3. Effectively develop and use resources.
4. Identify the need for and assure the establishment of appropriate administrative procedures.
5. Plan, coordinate and direct the activities of a data processing staff.
6. Make effective use of interdisciplinary teams.
7. Reason logically and creatively and use a variety of analytical techniques to resolve managerial problems.
8. Present ideas and information effectively, both orally and in writing.
9. Consult with and advise administrators and other interested parties on a variety of subject matter areas, translating technical data processing terms into everyday language.
10. Gain and maintain the confidence and cooperation of others.
11. Effectively contribute to the department's equal employment opportunity objectives.

**Eligible List:** A departmental promotional eligible list will be established. The 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.

STATE WATER RESOURCES CONTROL BOARD/REGIONAL WATER QUALITY CONTROL BOARDS

**SEE REVERSE SIDE FOR ADDITIONAL INFORMATION**

DATA PROCESSING MANAGER II

2WB33  
LK21-1384

FINAL FILING DATE: JULY 24, 2012

## GENERAL INFORMATION

For an examination with an oral interview feature it is the candidate's responsibility to contact the State Water Resources Control Board Personnel Office (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 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 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. 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