

DEPARTMENTAL PROMOTIONAL EXAMINATION ANNOUNCEMENT

Associate Governmental Program Analyst

***Salary Range: \$4,400 - \$5,348**

*This salary range is subject to a reduction due to the State mandatory furlough program.

Final Filing Date: April 17, 2009

EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, SEXUAL ORIENTATION, MEDICAL CONDITION, OR PREGNANCY.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORKPLACE. 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 TRUST PLACED IN PUBLIC SERVANTS.

WHO MAY APPLY

This is a promotional examination for the Office of Statewide Health Planning & Development (OSHPD). Applicants must be currently employed with OSHPD or have eligibility to compete in OSHPD promotional examinations and have a permanent civil service appointment without a permanent break in service, or qualify as a veteran under Government Code 18991 as of the final filing date. Under certain circumstances, other employees may be allowed to compete. Refer to the Promotional Examinations Only General Information section of this bulletin for other eligibility requirements. Career credits are not granted in promotional examinations.

HOW TO APPLY

State Examination and/or Employment Applications (Form 678) are available on the Internet at www.spb.ca.gov or upon request from the OSHPD Exam Unit, and may be filed in person or by mail. Résumés alone will not be accepted. Applications must be POSTMARKED no later than the final filing date. Applications postmarked or personally delivered to the OSHPD Human Resources Office (hours are 8:00 AM to 5:00 PM) after the final filing date applications will not be accepted. **EMAILED OR FAXED APPLICATIONS WILL NOT BE ACCEPTED.** Submit completed application to:

Office of Statewide Health Planning & Development
Human Resources Services
Attention: Exam Unit
400 R St, Suite 359, Sacramento CA 95811-6213

Attn: Sharon Williams
(916) 326-3262

Accepted applicants are required to bring either a photo identification card or two forms of signed identification when required to appear for the examination.

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements or other reasonable accommodation, mark the box in question #2 on page 1 of the application. You will be contacted in advance to ensure that proper accommodations are made. If you have not been contacted prior to receiving a notice to appear for the examination, please contact the OSHPD Exam Unit at (916) 326-3262.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

Applicants must meet the experience/education requirements by the written test date. Your signature on your application indicates that you have read and understood and possess the qualifications required. Qualifying experience may be combined on a proportionate basis. For example, candidates who possess 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 requirement.

**REQUIREMENTS FOR
ADMITTANCE TO THE
EXAMINATION
(Continued)**

Applications/résumés **MUST** contain the following information: **“to” and “from” dates (month/day/year), time base, hours per week, and civil service class title(s) and range, if applicable. Applications received without this information may be rejected.**

If education is required to meet the minimum qualifications, include on the application (question #13) the name and location of the institution, course of study, units completed (semester/quarter), diploma, degree, or certificate obtained, and date completed. **Applicants who are hired from this employment list must provide their official transcripts from the applicable institution(s) if education is used to meet the minimum qualifications.**

Acceptable course work and degrees must be completed at a regionally accredited institution. Course work completed in other states is acceptable as long as the institution holds regional accreditation through an accrediting body. Course work and degrees completed outside of the United States must be evaluated by an approved foreign transcript evaluation agency before they may be used for credentialing purposes.

**MINIMUM
QUALIFICATIONS**

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

One year of experience performing the duties of a Staff Services Analyst, Range C. (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.)

Or II

Experience: Three years of professional analytical experience performing duties in one or a combination of the following or closely related areas: budgeting, management analysis, personnel, planning, program evaluation, or policy analysis. (Experience in California State service applied toward this pattern must include at least one year in a class at a level of responsibility equivalent to that 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 nonsupervisory experience.)

AND

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

**SPECIAL
REQUIREMENTS**

Demonstrated ability to act independently, open-mindedness, flexibility, and tact.

THE POSITION

Under direction, incumbents perform the more responsible, varied, and complex technical analytical staff services assignments such as program evaluation and planning; policy analysis and formulation; systems development; budgeting, planning, management, and personnel analysis; and continually provide consultative services to management or others. This is the full journey level analyst class. Incumbents are typically subject-matter generalists who have demonstrated possession of intellectual abilities, the management tools, and the personal qualifications to succeed in a variety of general staff services settings.

**EXAMINATION
INFORMATION**

WRITTEN TEST WEIGHTED 100%

This examination will consist of a written test weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained.

The Written Test will be held in Sacramento on May 28, 2009 and in Los Angeles on May 27, 2009.

WRITTEN TEST SCOPE

1. Written Communication
2. Arithmetic Calculations
3. Analyzing, Interpreting, and Applying Written Material
4. Situational Workplace Scenarios

**ELIGIBLE LIST
INFORMATION**

A departmental promotional list will be established for OSHPD. This 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.

**VETERANS PREFERENCE
CREDITS**

Veterans Preference Credits are not granted in promotional examinations.

General Information

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

Applications are available at the State Personnel Board office, at local offices of the Employment Development Department, from the OSHPD Exam Unit, or on the Internet at www.spb.ca.gov.

If you meet the requirements stated on this bulletin, you may take the examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. All candidates who pass will be ranked according to their scores.

The Office of Statewide Health Planning & Development (OSHPD) 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 revisions will be in accordance with the civil service laws and rules and all competitors will be notified.

Eligible Lists: Eligible lists established by competitive examination, 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 from one to four years unless otherwise stated on this bulletin.

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 the provisions of Rules 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. In addition, Government Code Sections 18990 and 18992 permit certain exempt employees employed by the Legislature or the Executive Branch to participate in civil service promotional exams. Government Code Section 18991 permits persons retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty, to participate in promotional civil service examinations for which they meet the minimum qualifications as prescribed by the class specifications. These codes and rules may be reviewed at the OSHPD Human Resources Office or at the Information Counter of the State Personnel Board office.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and the ability to work cooperatively with others, as well as a state of health consistent with the ability to perform the assigned duties of the class.

TDD is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD device.
California Relay (Telephone) Service for the Deaf or Hearing Impaired:
From TDD phones 1-800-735-2929
Voice 1-800-735-2922