

PROMOTIONAL EXAM BULLETIN



STATE OF CALIFORNIA DEPARTMENT OF FINANCE

915 L STREET, SACRAMENTO, CA 95814
www.dof.ca.gov

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MANAGER, FINANCIAL AND PERFORMANCE EVALUATOR PROMOTIONAL EXAMINATION FINAL FILING DATE: SEPTEMBER 26, 2016

WHO MAY APPLY

This is a PROMOTIONAL EXAMINATION for the Department of Finance (Finance). Applicants must be currently employed with Finance or have eligibility to compete in Finance promotional examinations and have a permanent civil service appointment without a permanent break in service as of the final filing date. Under certain circumstances, other employees and United States Military veterans may be allowed to compete. Refer to the General Information, Promotional Examinations Only section of this bulletin for other eligibility requirements.

POSITION DESCRIPTION

This is the managerial level in the series. Positions at this level manage a large staff, typically through subordinate supervisors. Incumbents, under general direction, plan, organize, coordinate, and direct multiple projects in one or more major governmental areas, and coordinate with departmental staff, various state, local, and Federal agencies, department directors, and major policy stakeholders. Incumbents ensure the consistent application of appropriate standards and policies. Positions are located in Sacramento only.

MONTHLY SALARY RANGE

\$7088-8450

HOW AND WHEN TO APPLY

Applications must be submitted and/or postmarked by **SEPTEMBER 26, 2016** the final filing date. Applications filed in person, delivered, or received via interoffice mail after 5:00 p.m. on the final filing date will NOT be accepted for any reason.

The uses of emailed and faxed applications are prohibited. All examination applications must be submitted directly to:

Department of Finance
Human Resources Office
915 L Street, Suite 1235
Sacramento, CA 95814

Examination Applications (Std. 678) are available at the California Department of Human Resources Job Center, and on the Internet at <http://jobs.ca.gov/pdf/std678.pdf>.

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

California relay (telephone) service for the deaf and hearing impaired, From TDD* phones: (800) 735-2929, From Voice phones: (800) 735-2922
*TDD is a telecommunication device for the deaf and is accessible only through phones equipped with a TDD device.

HOW AND WHEN TO APPLY (continued)

Note: All applications MUST include a current valid e-mail address as examination notices will be sent via e-mail.

SPECIAL EXAMINATION ARRANGEMENTS

If you have a disability and need special testing arrangements, mark the appropriate box for Question 2 on the application. You will be contacted to make specific arrangements.

REQUIRED IDENTIFICATION

Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

REQUIREMENTS FOR ADMITTANCE INTO THE EXAMINATION

Applicants must meet the experience/education requirements by the final filing date. Your signature on your application indicates that you have read, understood, and possess the qualifications required. Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either I" or "OR II," 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 requirement.

Note: Applications/resumes must contain the following information: "to" and "from" dates (month/day/year), time base, civil service class title(s), and range if applicable. Applications/resumes received without this information may be rejected.

IT IS THE RESPONSIBILITY OF ALL APPLICANTS TO PROVIDE COMPLETE AND DETAILED DESCRIPTIONS OF QUALIFYING EXPERIENCE TO SUBSTANTIATE MINIMUM QUALIFICATIONS. THIS INFORMATION IS CRITICAL IN DETERMINING ACCEPTANCE INTO ANY EXAMINATION.

ELIGIBLE LIST INFORMATION

A departmental promotional eligible list will be established for the Department of Finance. 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.

MINIMUM QUALIFICATIONS

Either I

One year of experience in the California state service performing the duties of a Supervisor - Financial and Performance Evaluator, Department of Finance.

Or II

Two years of experience in the California state service performing the duties of a Financial and Performance Evaluator III, Department of Finance.

Or III

Five years of increasingly responsible professional accounting or auditing experience, which shall have included the preparation of reports and the presentation of recommendations to management. For at least two years, these responsibilities must have been in a supervisory capacity.

Education Requirement: A four-year college degree from an accredited institution. (Registration as a senior in a recognized institution will admit applicants to the examination, but they must produce evidence of

MINIMUM QUALIFICATIONS (continued)

graduation or its equivalent before they can be considered eligible for appointment).

SPECIAL PERSONAL CHARACTERISTICS

Willingness to travel to worksites away from headquarters which could require extended hours of work and/or overnight or multiple-day trips on a continuous basis; and, respond to changes in the work unit or on the work crew in a positive, professional manner.

EXAMINATION INFORMATION

This examination will consist of the following components:

Organizational Review Committee (ORC). This is a third level management review and rating of Supplemental Applications (SA). Competitors will be required to complete a SA that includes narrative responses to specific critical factors.

Qualifications Appraisal Panel Interview (QAP). During the interviews, competitors should be prepared to answer questions related to areas shown under "Examination Scope."

Candidate's final score will be weighted based on the ORC (25%), and the QAP (75%). The entire examination is weighted 100%. In order to obtain a position on the eligible list candidates must achieve a minimum score of 70%. If conditions warrant the exam plan may change and you will be notified of the change.

CANDIDATES WHO DO NOT COMPLETE THE SA OR APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED FROM THE EXAMINATION. It is anticipated that mandatory interviews will be scheduled during October 2016.

EXAMINATION SCOPE

Candidates will be tested on:

A. Knowledge of:

1. The fiscal structure and practices of Federal, State and local government, and non-profit entities to effectively carry out the department's goals, mission and strategic plan.
2. Principles, practices, and emerging issues of auditing, evaluating, consulting public administration, organization, and management in order to maintain and improve the organization.
3. Techniques of organizing and motivating groups to promote staff morale and improve working environment.
4. Principles and practices of personnel management to effectively solve problems to maintain operational efficiency.
5. A manager'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.
6. Project management techniques in order to effectively manage projects to successful conclusion.
7. Principles of effective verbal, written and group communication to accurately and effectively to convey job related information.

EXAMINATION SCOPE

B. Ability to:

(continued)

1. Plan, organize, and direct the work of professional and technical staff engaged in a variety of complex assignments.
2. Appear and make presentations before legislative and other groups.
3. Develop and foster cooperative working relationships with representatives of all levels of government, the public, and clients.
4. Review, edit, and defend work products.
5. Identify the need for and effectively promote equal opportunity in employment, and maintain a work environment that is free of discrimination and harassment.
6. Effectively monitor projects and manage reimbursements.
7. Evaluate fiscal, program, and policy proposals and provide recommendations to key stakeholders.
8. Actively manage/participate in specific administrative and professional development functions, such as Quality Control, Training, Recruitment, and CPA Committees; the Institute of Internal Auditors (IIA), Association of Government Accountants (AGA), and Board of Accountancy.
9. Communicate OSAE's and the Department's core values, goals, and mission.
10. Develop annual production and assignment plans.
11. Resolve interpersonal conflicts with staff and clients.

VETERANS PREFERENCE

Veterans preference credit is not granted in promotional examinations.

GENERAL INFORMATION

The California Department of Finance 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.

It Is The Candidate's Responsibility: To contact the Human Resources Office at (916) 323-4071, TDD (916) 324-6547 three days prior to the written test date if he/she has not received his/her notice. For an examination without a written feature it is the candidate's responsibility to contact the Human Resources Office at (916) 323-4071, or TDD 324-6547 three weeks after the final filing date if he/she has not received a progress notice. If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

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. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test (based upon job-related criteria), and all candidates who pass will be ranked according to their scores.

Equal Opportunity: An equal opportunity employer to all regardless of age, ancestry, color, denial of family and medical care leave, disability, gender identity or expression, genetic information, marital status, medical condition, military and veteran status, national origin, political affiliation, race, religion, sex, or sexual orientation of any person.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental, 4) servicewide promotional, 5) departmental open, and 6) open. When there are two lists of the same kind, the older list will be used first. Eligible lists will expire in 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 and military veterans 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, that meet the minimum qualifications as prescribed by the class specifications. Under certain circumstances, other employees may be allowed to compete under provisions of State Personnel Board (SPB) rules 234, 235, and 235.2. SPB 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.

State Drug Policy: It is an objective of the State of California to achieve a drug-free state 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 special trust placed in public servants.

Privacy Policy: Pursuant to Government Code §11019.9 and Management Memo 00-14, the Department of Finance maintains a permanent privacy policy in adherence with the Information Practices Act of 1997. Finance's Privacy Policy is posted on the Department's website at www.dof.ca.gov

TDD is 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
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