



ANNOUNCEMENT FOR PROMOTIONAL TESTING MANAGEMENT SERVICES TECHNICIAN

Final Filing Date: **July 14, 2009**

Bulletin Release Date: June 23, 2009

Written Test Date: August 15, 2009

JY40 -5278

9HA09

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, gender, 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 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.

WHO SHOULD APPLY: This is a promotional examination for the Department of Health Care Services, Department of Public Health, California Department of Aging, California Emergency Medical Services Authority and Department of Mental Health. Competition is limited to individuals who meet the minimum qualifications and:

1. Have a permanent civil service appointment with the agencies listed above. State Personnel Board Rules 233, 234, 235, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examinations; or
2. Are a current or former employee of the Legislature for two or more years as defined in Government Code 18990; or
3. Are a current or former non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code 18992; or
4. Are a person retired from the United States military, honorably discharged from active military duty with a service disability, or honorably discharged from active duty as defined in Government Code 18991.

HOW TO APPLY: To learn more about the job and testing arrangements, contact the testing office shown below. Applications are available at <http://www.spb.ca.gov/jobs/stateapp.htm>. Applications may be filed in person or by mail with:

	DEPARTMENT OF HEALTH CARE SERVICES	(916) 552-8339
	SELECTION UNIT	
In Person:	1501 Capitol Avenue, Suite 1501	
By Mail:	MS 1300-1302	
	P.O. BOX 997411	
	Sacramento, CA 95899-7411	

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

FINAL FILING DATE: Applications (Form STD. 678) must be submitted by **July 14, 2009**, the final filing date. Applications postmarked, personally delivered, or received via interoffice mail after the final filing deadline will not be accepted.

SPECIAL TESTING INFORMATION: If you have a disability that requires accommodation, mark the appropriate box on the application Form STD. 678. You will be contacted to make specific arrangements.

WRITTEN TEST DATE: August 15, 2009. Written tests will be scheduled in such locations throughout the State as the number of candidates and conditions warrant. It is the candidate's responsibility to contact the Department of Health Care Services three days prior to the written test date if he/she has not received his/her notice.

SALARY RANGES: \$2495 - \$3426 per month.

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

POSITION DESCRIPTION: Management Services Technician works under close supervision in one of the staff services disciplines performing semiprofessional duties. Typical duties and responsibilities may include: gathering and analyzing information for use in departmental contract and invoice processing; preparing less difficult technical, personnel, budgeting auditing or related reports and graphs; taking corrective action on balance reports; researching and analyzing information for use in investigations and programmatic inquiries.

Positions exist with the Department of Health Care Services, Department of Public Health, California Department of Aging, California Emergency Medical Services Authority and Department of Mental Health Statewide.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION: It is your responsibility to make sure you meet the education and/or experience requirements stated on this announcement by **August 15, 2009**, the written test date. Your signature on your application indicates that you have read, understood, and possess the basic qualifications required.

NOTE: Applications/resumes **must** include “to” and “from” dates (month/day/year), time base, civil service class title(s), and range (if applicable) for all work experience. College course information **must** include title, number of semester or quarter units, name of institution, completion dates, and degree (if applicable).
Applications/resumes received without this information will be rejected.

MINIMUM QUALIFICATIONS: Qualifying experience may be combined on a proportionate basis if the following requirements include more than one pattern and are distinguished as I, II, or III, etc.

Either I

One year of experience performing the duties of a Management Services Assistant. (Applicants who have completed six months of service performing the duties as specified above will be admitted to the examination, but they must complete one year of this experience before they can be eligible for appointment.)

Or II

One year of experience in the California state service performing duties at a level of responsibility equivalent to that of Office Assistant (General), Range B.

Or III

Sixty semester or 90 quarter units of college.

GENERAL QUALIFICATIONS: In addition to the scope defined on this announcement, candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, 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.

EXAMINATION INFORMATION: The examination will consist of a written test weighted 100%. Candidates who meet the requirements for admittance to the examination (minimum qualifications) will be scheduled to take a written test. Competitors who do not appear for the written test will be disqualified and eliminated from the examination process.

The Department of Health Care Services reserves the right to revise the examination plan to better meet the needs of the service if circumstances under which this examination was planned change. Such a revision will be in accordance with civil service law and rules and all competitors will be notified.

WRITTEN TEST SCOPE:

1. Arithmetic Computations
2. Word Knowledge
3. Paragraph Comprehension
4. English Usage

ELIGIBLE LIST INFORMATION: Possession of the entrance requirements does not assure a place on the eligible list. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. A departmental promotional list will be established for use by the department(s) listed on this announcement. The list will expire 24 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

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, and 6) open. When there are two lists of the same kind, the older must be used first.

VETERANS PREFERENCE: Veterans preference credits are not granted in promotional examinations.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD device.

The California Relay (Telephone) Service for the deaf or hearing impaired:

MCI from TDD: 1-800-735-2929 MCI from voice telephone: 1-800-735-2922

Sprint from TDD: 1-888-877-5378 Sprint from voice telephone: 1-888-877-5379