California Department of Public Health

NOTICE OF AMENDMENT TO EXAMINATION INFORMATION

EXAMINATION TITLE: Accounting Officer (Specialist)

EXAMINATION CODE: 9H142

EXAM BASE: Promotional Only

This is to announce the following changes:

Who Should Apply:

Persons who have permanent civil service appointment with the California Department of Public Health and the Department of Health Care Services who meet the minimum qualifications as stated on this bulletin as of the announced final filing date. Employees who have limited-term appointment in the department for which the examination is being given (provided they have had permanent appointment and no subsequent break in service) are allowed to participate in departmental promotional examination in the department OR must be: 1) a current or former legislative employee meeting the criteria defined in Government Code (GC), Section 18990; OR 2) an exempt employee meeting the criteria defined in GC, Section 18992; OR persons who are 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.

Position Description:

Positions exist with the California Department of Public Health and the Department of Health Care Services statewide.

Eligible Information:

The California Department of Public Health and 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.

Announcement for Promotional Testing

ACCOUNTING OFFICER (SPECIALIST)

Final File Date: AUGUST 20, 2009

Bulletin Release Date: August 6, 2009

WRITTEN TEST DATE: SEPTEMBER 8, 2009

L26 -4546 9H142

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.

EXAMINATION TYPE	This is a promotional examination for the California Department of Public Health and Department of Health Care Services.
WHO SHOULD APPLY	Persons who have permanent civil service appointment with the California Department of Public Health and the Department of Health Care Services who meet the minimum qualifications as stated on this bulletin as of the announced final filing date. Employees who have limited-term appointment in the department for which the examination is being given (provided they have had permanent appointment and no subsequent break in service) are allowed to participate in departmental promotional examination in the department OR must be: 1) a current or former legislative employee meeting the criteria defined in Government Code (GC), Section 18990; OR 2) an exempt employee meeting the criteria defined in GC, Section 18992; OR persons who are 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.
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: **CALIFORNIA DEPARTMENT OF PUBLIC HEALTH (916) 324-0286** **SELECTION AND CERTIFICATION SECTION** **In Person: 1501 CAPITOL AVENUE, SUITE 1501** **By Mail: MS 1700-1702** **P.O. BOX 997378** **SACRAMENTO, CA 95899-7378** *DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD*
FINAL FILING DATE	Applications (Form STD. 678) must be submitted by August 20, 2009, the final filing date. Applications postmarked, personally delivered, or received via interoffice mail after the 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	SEPTEMBER 8, 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 California Department of Public Health three days prior to the written test date if he/she has not received his/her notice.
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.
SALARY RANGE(S)	$3871 - $4670 per month.
EMPLOYEE BENEFITS	In addition to the salary above the California Department of Public Health and the Department of Health Care Services offers benefits in the following areas: • Health, Dental, and Vision • Cash Benefit Programs • Disability Insurance • Work, Home, and Family • Beneficiary and Survivor Benefits

	• Awards • Retirement and Separation Benefits • Flexible Schedules • Public Transit Reimbursement (limits apply) A complete description of all benefits may be viewed at http://www.dpa.ca.gov/benefits/index.htm
POSITION DESCRIPTION	This is the first journeyperson level for the series. Incumbents, under general supervision from a Senior Accounting Officer or an Accounting Administrator, perform professional accounting duties of average difficulty in the establishment and maintenance of accounts and financial records for agency activities, such as maintain accounting records for funds administered by the department; prepare, review and analyze financial reports, statements, accounts and records; maintain the General Ledgers; reconcile the General Ledger to State Controller's Office; review expenditures against allotments. Incumbents may exercise moderate control in the administration of established policies and procedures, and may have on-going contracts with program managers, control agencies, local governmental jurisdictions, Federal Government, vendors, and members of the public. Positions exist with the California Department of Public Health and the Department of Health Care Services 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 20, 2009**, the final filing 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, 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 either I, or II, or III, etc. **Either I** One year of experience in the California state service performing professional accounting or auditing duties of a class with a level of responsibility not less than that of Accountant Trainee or Auditor I. (Applicants meeting the educational requirements who have completed six months of service performing professional accounting or auditing duties of a class with a level of responsibility not less than that of Accountant Trainee or Auditor I will be admitted to the examination, but they must satisfactorily complete one year of this experience before they can be considered eligible for appointment.) **Or II** **Experience:** One year in the California state service performing the duties of an Accountant I (Specialist) or Accountant I (Supervisor). Applicants meeting the educational requirements who have completed six months of service performing the duties of an Accountant I (Specialist) or Accountant I (Supervisor) will be admitted to the examination, but they must satisfactorily complete one year of this experience before they can be considered eligible for appointment. **And** **Education:** Equivalent to graduation from college, with specialization in accounting. (Registration as a Senior Student in a recognized institution will admit applicants to the examination, but they must produce evidence of successful completion of the curriculum and the prescribed courses before they may be considered eligible for appointment.)**Or** Completion of a prescribed professional accounting curriculum given by a residence or correspondence school of accountancy, including courses in elementary and advanced accounting, auditing, cost accounting and business law. **Or** Completion of the equivalent of 19 semester hours of course work; 16 hours of which shall be professional accounting courses given by a collegiate-grade residence institution, including courses in elementary and advanced accounting, auditing, and cost accounting; and three semester hours of business law.

	Or III **Experience:** Two years of increasingly responsible professional accounting or auditing experience. (Experience in the California state service applied toward this requirement must include at least one year performing the duties of a class at a level of responsibility not less than that of an Accountant I.) (Experience in the California state service may be applied toward the total experience requirement on a proportional basis.) **And** **Education:** Equivalent to graduation from college, with specialization in accounting. (Registration as a Senior Student in a recognized institution will admit applicants to the examination, but they must produce evidence of successful completion of the curriculum and the prescribed courses before they may be considered eligible for appointment.)O**r** Completion of a prescribed professional accounting curriculum given by a residence or correspondence school of accountancy, including courses in elementary and advanced accounting, auditing, cost accounting and business law**. Or** Completion of the equivalent of 19 semester hours of course work; 16 hours of which shall be professional accounting courses given by a collegiate-grade residence institution, including courses in elementary and advanced accounting, auditing, and cost accounting; and three semester hours of business law. (Persons who will complete work requirements outlined under II and III above during the current quarter or semester will be admitted to the examination, but they must produce evidence of successful completion of the curriculum and the prescribed courses before they may be considered eligible for appointment.)
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 California Department of Public Health and 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. Principles of Accounting/Accounting Problems. 2. Business Law/Governmental Accounting. 3. Analysis of data. 4. Work place scenarios.
ELIGIBLE LIST INFORMATION	Possession of the entrance requirements does not assure a place on the eligible list. In order to obtain a place 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 18 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.
TELECOMMUNICATIONS DEVICE FOR THE DEAF	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 TDD is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD device.