

ACCOUNTING TECHNICIAN MULTI-DEPARTMENTAL OPEN EXAMINATION CU80/1741

AN EQUAL OPPORTUNITY EMPLOYER 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.

EXAMINATION TYPE: This is a multi-departmental open examination. 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.

- CalPERS**
Department of Corrections & Rehabilitation
Department of Developmental Services
Department of Education
Department of Fish & Game
Department of Food and Agriculture
Department of Forestry & Fire Protection
Department of Health Care Services
Department of Public Health
Department of Rehabilitation
Department of Real Estate
Employment Development Department
Office of Emergency Services

WHO SHOULD APPLY: Persons who meet the minimum qualifications (entrance requirements) as stated on this announcement may take this competitive examination.

HOW TO APPLY: To learn more about the job and testing arrangements, contact the testing office below. Applications are available at http://www.spb.ca.gov/employment/employment_app2.htm . Applications may be filed in person or by mail with:

	DEPARTMENT OF PUBLIC HEALTH HUMAN RESOURCE BRANCH
In Person:	1501 CAPITOL AVENUE, SUITE 1501
By mail:	P.O. BOX 997378 MS 1701-1702 SACRAMENTO, CA 95899-7378

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

The Final Filing Date is September 25, 2007.

The Written Test Date is Saturday, November 03, 2007. Multiple test site locations will be scheduled throughout the State.

SPECIAL TESTING ARRANGEMENTS: If you have a disability and need special testing arrangements, call the Department of Public Health at (916) 650-6797, Telecommunications Device for the Deaf (TTY) (916) 654-6336, or via California Relay (Telephone) Service for the deaf or hearing impaired: from TTY phones: 1-(800) 735-2929, for voice phones: 1-(800) 735-2922.

SALARY: \$2,638–\$3,209 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.

REQUIREMENTS FOR ADMITTANCE TO EXAMINATION: It is your responsibility to make sure you meet the education and/or experience requirements stated on this announcement by November 03, 2007, the written test date. Your signature on your application indicates that you have read, understood, and possess the basic qualifications required.

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.

Experience: Two years of experience in keeping or reviewing accounting or fiscal records, or three years of general clerical experience, **and**

Education: Completion of at least nine semester hours of a professional accounting curriculum. (Additional experience in keeping or reviewing accounting or fiscal records may be substituted for the required education on the basis of one year of experience for six semester hours of accounting training.) (Completion of a professional accounting curriculum comprising at least 16 semester hours in accounting, given by a recognized residence or correspondence school may be substituted for the required education and experience.)

Note: Applications 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, names of institution, completion dates, and degree (if applicable). **Applications/resumes received without this information will be rejected.**

NOTE: You **must** provide a copy of your transcripts with your application at the time of file.

EXAMINATION INFORMATION: 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.

WRITTEN TEST SCOPE:

1. General Accounting
2. Working Exercises – Bank Reconciliation, Trial Balance

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 open list will be established for use by the departments listed on this announcement. The list will expire 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

POSITION DESCRIPTION: The class of Accounting Technician includes such assignments as the maintenance of general ledger and budgetary control accounts, or the maintenance of a revolving fund account. Such duties as the preparation of purchase requisitions, the keeping of property inventory records, and the making of arithmetical computations and tabulations are considered of a clerical nature and such duties alone do not constitute work typical of this class, although they may be performed by incumbents along with account keeping functions. Positions in this class are not supervisory, but may exercise lead responsibilities.

Incumbents may have internal contact with budget, business services and line staff; external contact with airlines and vendors and occasional contact with banks and control agencies.

Positions are located statewide with the departments listed on this examination announcement.

VETERANS' PREFERENCE: Veterans Preference credit will be granted in this examination since it does qualify as an entrance examination.

GENERAL INFORMATION

If you meet the requirements stated on this bulletin, you may take this competitive examination. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The State Personnel 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 laws 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.

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) multidepartmental promotional, (4) servicewide promotional, (5) open eligible list. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin. In the case of continuous testing examinations, names are merged into the appropriate eligible list in order of final test scores (except as modified by veterans preference credits) regardless of the date of the test and the resulting eligible lists will be used only to fill vacancies in the area shown on the bulletin.

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.

Veterans Preference: California law limits the granting of veterans' preference points in open entrance examinations and open non-promotional examinations. Credit in open entrance examinations is granted as follows: 10 points for veterans, widows, or widowers of veterans, and spouses of 100 percent disabled veterans; and 15 points for disabled veterans. Credits in open non-promotional examinations are granted as follows: Five points for veterans; and 10 points for disabled veterans. Directions for applying for veterans' preference are on the Veterans' Preference Application, which is available from the State Personnel Board office, written test proctors, and the Department of Veterans Affairs, P.O. Box 1559, Sacramento, CA 95807.

QUESTIONS? If you have any questions concerning this announcement, please contact:

CalPERS – Graves, Paula at (916) 719-2839 or Paula_Graves@CalPERS.CA.GOV
Department of Corrections and Rehabilitation – Cheryl Session at (916) 322-8816 or Cheryl.Session@cdcr.ca.gov
Department of Developmental Services – Paggie McQuillan at (916) 654-1861 or Peggie.McQuillan@dds.ca.gov
Department of Education – Melanie Moreira at (916) 319-0689 or MMoreira@cde.ca.gov
Department of Fish and Game – Maria Luna at (916) 653-8120 or MLuna@dfg.ca.gov
Department of Food and Agriculture – Sandra Teague at (916) 653-5687 or STeague@cdfa.ca.gov
Department of Forestry and Fire Protection – Christine Deleon at (916) 445-7920 or Christine.Deleon@fire.ca.gov
Department of Health Care Services– Lisa Jeffers at (916) 552-8351 or Lisa.Jeffers@dhcs.ca.gov
Department of Public Health – Dee Dee Gaines at (916) 552-8343 or Deirdre.Gaines@cdph.ca.gov
Department of Rehabilitation – Rosi Murray at (916) 263-8861 or RWMurray@dor.ca.gov
Department of Real State – Margo Cooper at (916) 227-0795 or margo_cooper@dre.ca.gov
Employment Development Department – Christ Gist at (916) 653-1671 or CGist@edd.ca.gov
Office of Emergency Services – Lisa Abila at (916) 845-8329 or Lisa.Abila@oes.ca.gov