



ACCOUNTING ADMINISTRATOR I (Specialist)

Recruitment #10m599-00104552-0H119

Department(s):	Department of Public Health Department of Health Care Services
Closing Date:	9/8/2010 5:00:00 PM
Type of Recruitment:	Multiple Departmental Promotional
Salary:	MONTHLY-RANGED-SALARY - \$4,833.00 to \$5,874.00
Employment Type:	Permanent Full-time
Exam Type:	SPOT Exam Single Selection
Location(s):	Sacramento

[Go Back](#) [View Benefits](#)

INTRODUCTION

This is a multi-departmental promotional exam given by the California Department of Public Health and California Department of Health Care Services.

EEO

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.

DRUG FREE STATEMENT

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.

WHO SHOULD APPLY?

This is a promotional examination for the California Department of Public Health and the California Department of Health Care Services. Competition is limited to employees who meet the minimum qualifications and have a permanent civil service appointment with the California Department of Public Health or the California Department of Health Care Services. State Personnel Board Rules 233, 234, 235, 235.2, and 237 contain provisions regarding civil

service status and eligibility for promotional examinations.

FILING INSTRUCTIONS

Final Filing Date (Closing Date): September 8, 2010

To apply for this examination, all applicants can **APPLY ONLINE** by clicking on the Apply Online link/icon at the bottom of this announcement. If you are a new user, you will need to create a profile. If you have already created a profile, click on the "registered previously" button and follow the instructions to submit an application.

Applications must be submitted online **no later than 5:00 pm on the Closing Date (final filing date)**. Applications submitted after 5:00 pm on the Closing Date (final filing date) will not be accepted.

In addition, applications mailed through the U.S. Postal Service must be **POSTMARKED no later than the Closing Date (final filing date)**. Applications postmarked after the Closing Date (final filing date) will not be accepted. Applications personally delivered or received via inter-office mail after the **Closing Date (final filing date)** will not be accepted for any reason. Mail applications directly to:

California Department of Public Health (916) 552-9212

Selection and Certification Section

1501 Capitol Avenue, Suite 71.1501

P.O. Box 997378, MS 1700-1702

Sacramento, CA 95899-7378

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

CROSS FILING INFORMATION: If you meet the entrance requirements for this classification and for the Accounting Administrator I (Supervisor) and/or Accounting Administrator II, scheduled at the same time, you may file for multiple examinations on a single application. You must indicate the class title(s) corresponding to each examination for which you are applying on the application form STD 678.

NOTE: All applications must include "from" and "to" dates (month/day/year), time base, civil service class titles, and range (if applicable). Applications received without this information may be rejected because of incomplete information.

SPECIAL TESTING ARRANGEMENTS

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.

REQUIRED IDENTIFICATION

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

SALARY INFORMATION

SALARY RANGES: \$4833 - \$5874 per month.

POSITION STATEMENT

Positions at this level perform as staff specialists assisting the highest level administrator (in, at a minimum, a large-complex

or very large standard accounting office) with responsibility for the completions of highly complex fiscal activities having multifunctional and/or multi geographical impact.

Incumbents at this level have no supervisory responsibility, but may serve as a lead to other professional accounting staff.

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

ELIGIBLE LIST INFORMATION

The resulting eligible list will be used to fill vacancies in Sacramento. 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 departments 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 credits are not granted in promotional examinations.

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 September 8, 2010, the final filing date. Your signature on your application indicates that you have read, understood, and possess the basic qualifications required.

MINIMUM QUALIFICATIONS

EITHER I

One year of experience in the California state service performing the duties of a professional accounting class equivalent in level to Senior Accounting Officer (Supervisor), Senior Accounting Officer (Specialist), Associate Accounting Analyst, or Associate Administrative Analyst (Accounting Systems).

OR II

Experience: Four 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 Senior Accounting Officer (Supervisor) or (Specialist).] (Experience in the California state service may be applied toward the total experience requirement on a proportional basis.) And

Education: Either:

1. Equivalent to graduation from college, with specialization in accounting; Or
2. Completion of the equivalent of 45 semester units given by a collegiate-grade residence or correspondence institution, of which 24 units must include courses in financial accounting, managerial accounting, intermediate/advanced accounting, fund/governmental accounting, cost accounting, auditing, business law, computer applications/management information systems. (Persons who will complete course

work requirements 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.)

EXAMINATION INFORMATION

The examination will consist of a Qualification Appraisal Panel interview that is weighted 100%. The interview will include a number of predetermined job-related questions. Competitors who do not appear for the interview will be disqualified and eliminated from the examination process.

The California Department of Public Health and the California Department of Health Care Services reserve 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.

SCOPE OF EXAMINATION

INTERVIEW SCOPE: Emphasis in evaluating depth and breadth of experience and relative abilities will be placed on measuring, relative to job demands, each competitor's:

KNOWLEDGE AND ABILITIES

Knowledge of: Accounting principles and procedures; governmental accounting and budgeting; the uniform accounting system and financial organization and procedures of the State of California and related laws, rules, and regulations; principles of business management, including office methods and procedures; principles of public finance; and business law.

Ability to: Apply accounting principles and procedures; analyze data and draw sound conclusions; analyze situations accurately and adopt an effective course of action; prepare clear, complete, and concise reports; make sound decisions and recommendations in regard to the professional accounting problems in maintaining control of a departmental budget; establish and maintain cooperative relations with those contacted in the work; and speak and write effectively.

DISTINGUISHING CHARACTERISTICS

SPECIAL PERSONAL CHARACTERISTIC:

Ability to qualify for a fidelity bond.

ADDITIONAL DESIRABLE QUALIFICATIONS

Preferred additional education includes courses in statistics, business finance, mathematics, college composition, speech/oral communications and/or business composition.

DISCLAIMER

Please click on the link below to review the official California State Personnel Board class specification:

<http://spb.ca.gov/jobs/resources/jobspecs.htm>

GENERAL INFORMATION

For an examination with a written feature, it is the candidate's responsibility to contact **California Department of Public Health** three days prior to the written test date if he/she has not received his/her notice of appointment.

For an examination without a written feature, it is the candidate's responsibility to contact **California Department of Public Health** three weeks after the final filing date if he/she has not received his/her notice.

If a candidate's notice of oral interview or performance test fails to reach him/her 3 days prior to their scheduled appointment due to a verified postal error, he/she will be rescheduled upon written request.

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. However, locations of interviews or performance evaluations may be limited or extended as conditions warrant.

Applications are available at www.jobs.ca.gov, State Personnel Board offices, local offices of the Employment Development Department and the testing department on this job bulletin.

If you meet the requirements stated on this bulletin, 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 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 testing department 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.

Candidates needing special testing arrangements due to a disability must mark the appropriate box on the application and/or contact the testing department.

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.

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 one to four years unless otherwise stated on the bulletin.

If Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment and military veterans that meet all the minimum qualifications. Under certain circumstances, other employees may be allowed to compete under 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. These rules may be reviewed at departmental personnel offices, at the State Personnel Board office or www.jobs.ca.gov.

If High School Equivalence is Required: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis. **NOTE: For peace officer classifications please refer to the testing department for special requirements.**

Veterans' Preference Points: California Law (Government Code 18971-18978) allows the granting of Veterans' Preference Points in Open entrance and Open, Non-Promotional entrance examinations. Veterans' Preference Points will be added to the final score of all competitors who are successful in these types of examinations, and who qualify for and have requested these points by mail. **In Open entrance examinations, Veterans' Preference Points are granted as follows:** 10 points for veterans, widows, and widowers of veterans, and spouses of 100% disabled veterans; and 15 points for disabled veterans. **In Open, Non-Promotional entrance examinations, Veterans' Preference Points are granted as follows:** 10 points for veterans and 15 points for disabled veterans. Employees who have achieved permanent State civil service status are not

eligible to receive Veterans' Preference Points. Permanent State civil service status means the status of an employee who is lawfully retained in his/her position after completion of the applicable probationary period. This includes permanent intermittent, part-time, and full-time appointments. In addition, individuals who at any time achieved permanent State civil service status and subsequently resigned or were dismissed from State civil service are not eligible to receive Veterans' Preference Points. Veteran status is verified by the State Personnel Board (SPB). Directions to apply for Veterans' Preference Points are on the Veterans' Preference Application (STD. Form 1093) which is available at www.spb.ca.gov or from the State Personnel Board, 801 Capitol Mall, Sacramento, CA 95814 and the Department of Veterans Affairs.

Career Credits: In open, non promotional examinations, career credits are granted to: 1) State employees with permanent civil service status, 2) full-time employees of the state who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirement specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in, or are graduates of, the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination. Such examinations cannot be for managerial positions described in Government Code Section 3513. Competitors not currently employed in state civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their service status in the appropriate section of the application Form 100-678. (Section 4 of Article VII of the California Constitution is posted at the State Personnel Board, 801 Capitol Mall and Sacramento).

Felony Disqualification: You are disqualified from being employed as a peace officer if: (1) You have been convicted of a felony in California or any other state; (2) you have been convicted of any offense in any other state which would have been a felony if committed in California; (3) you have been charged with a felony and adjudged by a superior court to be mentally incompetent; (4) you have been adjudged addicted or in danger of becoming addicted to narcotics, convicted, and committed to a State institution. If you have been convicted of a felony, you may be allowed to participate in this examination if your conviction(s): (1) has/have been sealed under Penal Code Section 851.7, 851.8, 1203.45, or Health and Safety Code Section 11361.5; (2) has/have been expunged or is/are expugnable pursuant to Health and Safety Code Section 11361.5 regarding marijuana offenses; (3) was/were stipulated or designated to be a lesser included offense of marijuana possession under Health and Safety Code Section 11557 or 11366.

California Department of Public Health

Selection and Certification Section

1501 Capitol Avenue, Ste 1701-1702

P.O. Box 997378

Sacramento, CA 95899-7378

(916) 552-9212

TTY is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TTY 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

Click on the link below to apply:

[Fill out the Application NOW using the Internet.](#)

Apply Online



[Print Personal Preferences Form.](#)

If you did NOT apply online and need to update your location preferences, time-base/ tenure and other preferences, you can print a customized pdf version of the [Personal Preference Form](#). If you did apply online, you can easily update your preferences from your personal status board for each recruitment by logging in to your [Personal Status Board](#).

[Back to Top](#) | [Help](#) | [Contact Us](#) | [Site Map](#)

[Conditions of Use](#) | [Privacy Policy](#)
Copyright © 2009-2010 State of California