



## ANNOUNCEMENT FOR PROMOTIONAL TESTING

### ACCOUNTING ADMINISTRATOR II

Multi-Departmental Examination

Spot exam for Sacramento

**Final Filing Date: September 8, 2010**

**Bulletin Release Date: August 18, 2010**

10m599-00104542-0H121



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 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.

**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/employment/employment\\_app2.htm](http://www.spb.ca.gov/employment/employment_app2.htm). Applications may be filed in person or by mail with:

**CALIFORNIA DEPARTMENT OF PUBLIC HEALTH (916) 552-9212**  
**SELECTION AND CERTIFICATION SECTION**  
**In Person: 1501 Capitol Avenue, Suite 71.1501**  
**By Mail: MS 1701-1702**  
**P.O. BOX 997378**  
**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 I (Specialist) 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

**FINAL FILING DATE:** Applications (Form STD. 678) must be submitted by **September 8, 2010**, 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.

**ORAL INTERVIEW DATE:** It is anticipated that oral interviews will be scheduled during October 2010, and in such locations throughout the state as the number of candidates and conditions warrant.

**SALARY RANGES:** \$5576 - \$6727 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:** This is the full supervisory level in the series where the majority of the time is spent on administrative and supervisory activities. Positions at this level supervise a group of professional or analytical and semiprofessional accounting staff performing accounting and other fiscal related work or direct a variety of specialized or central control fiscal activities, typically through subordinate supervisors at the Accounting Administrator I (Supervisor) level.

This level, under general direction, either: (1) performs as the Chief Accounting Officer in a medium-complex or large-standard accounting office; or (2) performs as a multisection supervisor in a large-complex accounting office; or (3) performs as a sectional manager in a very large-complex accounting office.

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

**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.

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 either I, or II, or III, etc.

Either I

One year of experience in the California state service performing the duties of a professional accounting or auditing class equivalent in level to Accounting Administrator I (Specialist) or Accounting Administrator I (Supervisor).

Or II

Experience: Five years of increasingly responsible professional accounting or auditing experience. For at least one year, this responsibility must have been at a level equivalent to supervising a staff in the operation of a complex accounting system. [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 Accounting Administrator I (Specialist) or Accounting Administrator I (Supervisor).] (Experience in the California state service may be applied toward the total experience requirement on a proportional basis.)

And

Education:

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.)

**SPECIAL PERSONAL CHARACTERISTIC:** Ability to qualify for a fidelity bond.

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

**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 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.

**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 of:**

1. Accounting principles and procedures

2. Governmental accounting and budgeting
3. The uniform accounting system and financial organization and procedures of the State of California and related laws, rules, and regulations
4. Principles of business management, including office methods and procedures
5. Principles of public finance
6. Business law
7. Principles and techniques of personnel management and supervision
8. Planning, organizing, and directing the work of others
9. The department's Equal Employment Opportunity objectives
10. Manager's role in the Equal Employment Opportunity Program and the processes available to meet EEO objectives

**Ability to:**

1. Apply accounting principles and procedures
2. Analyze data and draw sound conclusions
3. Analyze situations accurately and adopt an effective course of action
4. Prepare clear, complete, and concise reports
5. Make sound decisions and recommendations in regard to the professional accounting problems in maintaining control of a departmental budget
6. Establish and maintain cooperative relations with those contacted in the work
7. Speak and write effectively
8. Plan, organize, and direct the work of others
9. Effectively contribute to the department's EEO objectives

**ELIGIBLE LIST INFORMATION:** The resulting eligible lists will be used to fill vacancies in Sacramento County. 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