



ANNOUNCEMENT FOR MULTI-DEPARTMENTAL OPEN TESTING

EXECUTIVE ASSISTANT

Spot - Sacramento

Final Filing Date: **July 25, 2008**

Bulletin Release Date: July 11, 2008

Written Test Date: September 6, 2008

CD40 -1728

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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.

PARTICIPATING DEPARTMENTS:

Department of Aging
Department of Education
Department of Health Care Services
Department of Public Health
Department of Rehabilitation
Department of Social Services
Managed Risk Medical Insurance Board
Office of Statewide Health Planning and Development
Office of Systems Integration

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

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>, and may be filed in person or by mail with:

In Person: DEPARTMENT OF HEALTH CARE SERVICES (916) 552-9711
Selection and Certification Section
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 25, 2008**, the final filing date. Applications postmarked, personally delivered, or received via interoffice mail after 5:00 p.m. on the final filing deadline will not be accepted.

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

WRITTEN TEST DATE: **September 6, 2008**, in Sacramento. 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.

ORAL INTERVIEW DATE: It is anticipated that oral interviews will be scheduled during October 2008, in Sacramento.

SALARY RANGES: \$3288 - \$3996 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: Executive Assistants, under direction of a high level administrator, provide staff assistance on sensitive departmental or program issues. Incumbents provide administrative assistance and secretarial support, as well as, office management and direction to support staff.

Positions exist with participating departments 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 6, 2008**, 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 either I, or II, or III, etc.

Either I

One year of experience in the California state service performing secretarial duties at a level of responsibility not less than those of an Executive Secretary I or two years of secretarial experience in the California state service at a level of responsibility not less than Secretary or Office Technician.

Or II

One year of experience performing technical duties in the California state service in a class comparable in level of responsibility to Management Services Technician.

Or III

Four years of experience as a Secretary or Administrative Assistant outside of California state service of which at least one year must have been at the level of responsibility of Executive Secretary I or Management Services Technician or at least two years must have been at the level of responsibility of Secretary or Office Technician. (Up to two years of intensified secretarial training in an approved curriculum or college level course work in business, personnel or public administration may be substituted for the general outside experience on a year-for-year basis.)

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 40% and a Qualifications Appraisal Panel interview that is weighted 60%.

Candidates who meet the requirements for admittance to the examination (minimum qualifications) will be scheduled for a written test. Candidates who do not appear for the written test will be disqualified and eliminated from the examination process. Candidates must receive a passing score on the written test in order to be invited to the interview phase of the examination.

The interview will include a number of predetermined job-related questions. Candidates who do not appear for the interview 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. Grammar/Punctuation/Proofreading
2. Workplace Scenarios

INTERVIEW SCOPE:

Knowledge of:

1. The principles and methods of public and business administration.
2. Office management principles, methods, and procedures.
3. The organization of state government.
4. Secretarial practices (e.g., grammar, proofreading, use of clerical references, composition and formatting of correspondence, etc.).
5. Basic math.

Skill to:

1. Handle sensitive and confidential assignments with tact and diplomacy.
2. Work under pressure and time constraints while handling changing priorities/deadlines.
3. Effectively use oral communication, with tact and diplomacy.
4. Type at a speed of 45 words per minute.
5. Analyze situations (e.g., Governor’s Office requests, program/departmental emergencies, etc.).
6. Organize and maintain an administrator’s office (e.g., daily workload, work area, scheduling, tracking and filing systems, etc.).
7. Oversee and redistribute the workload.
8. Operate and maintain office equipment (e.g., personal computer, copier, fax, video equipment, multi-line telephone,

etc.).

9. Compose and edit documents for content, grammar, punctuation, and format.

Ability to:

1. Establish and maintain cooperative working relationships.
2. Think clearly and analyze problems.
3. Maintain flexibility while completing assigned tasks.
4. Effectively contribute to the department's objectives to create and maintain a fair and equitable work environment.

ELIGIBLE LIST INFORMATION: Possession of the entrance requirements does not ensure a place on the eligible list. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in each phase of the examination. A departmental open 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 will be granted in this examination since it does qualify as an entrance examination. [California law](#) limits granting of veterans preference credits to entrance examinations. Directions for applying for veterans' preference credits are provided on the Veterans Preference Application form, which is available from the State Personnel Board or the department shown on this announcement.

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