



## SUPERVISING PROGRAM TECHNICIAN I

### Recruitment #11a499-00109924-024rkr

<b>Department(s):</b>	Department of Health Care Services Department of Public Health
<b>Opening Date:</b>	7/7/2011 9:00:00 AM
<b>Closing Date:</b>	7/28/2011 5:00:00 PM
<b>Type of Recruitment:</b>	Multiple Departmental Promotional
<b>Salary:</b>	MONTHLY-RANGED-SALARY - \$2,745.00 to \$3,334.00
<b>Employment Type:</b>	Permanent Full-time Permanent Part-time Permanent Intermittent Limited Term Full-time Limited Term Part-Time Limited Term Intermittent
<b>Exam Type:</b>	SPOT Exam Multiple Selections
<b>Location(s):</b>	Richmond Sacramento County

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#### 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 Department of Health Care Services and Department of Public Health. Competition is limited to individuals who meet the minimum qualifications and:

1. Have a permanent civil service appointment with the Department of Health Care Services or Department of Public Health. State Personnel Board Rules 233, 234, 235, 235.2, and 237

contain provisions regarding civil service status and eligibility for promotional examinations; or  
2. Are a current or former employee of the Legislature for two or more years as defined in Government Code 18990; or  
3. Are a current or former non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code 18992; or  
4. Are a person retired from the United States military, honorably discharged from active military duty with a service disability, or honorably discharged from active duty as defined in Government Code 18991.

## FILING INSTRUCTIONS

**FINAL FILE DATE: July 28, 2011**

To learn more about the job and testing arrangements, contact the testing office shown below. Applications are available at <http://www.jobs.ca.gov/OEC/jobs/stateapp.aspx>. Applications may be filed in person or by mail with:

DEPARTMENT OF HEALTH CARE SERVICES (916) 552-9711  
Selection and Certification Unit  
In Person: 1501 Capitol Avenue, Suite 1501  
By Mail: MS 1300  
P.O. BOX 997411  
Sacramento, CA 95899-7411

## DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

Applications (Form STD. 678) must be submitted by **July 28, 2011**, the final filing date. Applications postmarked, personally delivered, or received via interoffice mail after the final filing deadline will not be accepted.

## 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 each phase of the examination.

## SALARY INFORMATION

\$2,745.00 to \$3,334.00 per month.

## POSITION STATEMENT

The Supervising Program Technician I is the first supervisory level in this series. Under general supervision, incumbents train new employees; plan, organize, and direct the work of a small unit comprised mainly of Program Technicians; and personally perform the most complex work.

**Positions for the Department of Health Care Services exist in Sacramento only.**

**Positions for the Department of Public Health exist in Sacramento and Richmond.**

## 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 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.

## 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, 2011**, 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

Either I

In the California state service, 18 months of experience performing duties equivalent in level of responsibility to the class of Program Technician.

Or II

Two years of experience in a governmental or private agency performing duties with program responsibility equivalent in level to those of the departmental program in the State of California for which the examination is being administered. (Experience applied toward this requirement must include at least 18 months in a position equivalent in level of responsibility to the California state civil service class of Program Technician II.)

## EXAMINATION INFORMATION

**Written Test Date: August 20, 2011**

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 Department of Health Care Services and Department of Public Health 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

In addition to evaluating the candidate's abilities as demonstrated by quality and breadth of experience, emphasis will be placed on measuring, relative to job demands, each candidate's

knowledge and abilities.

Written scope:

1. Written Communication
2. Supervision
3. Interpreting and Applying Laws, Rules, Regulations and Policies.

#### **VETERANS PREFERENCE**

Veterans' Preference credits will not be granted in promotional exams.

#### **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>