



**CALIFORNIA DEPARTMENT OF PUBLIC HEALTH**  
**Personnel Technician II (Specialist)**  
 Final File Date: **October 12, 2011**  
 Bulletin Release Date: September 21, 2011  
**PROMOTIONAL ONLY**



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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.

<b>EXAMINATION TYPE</b>	This is a promotional examination for the California Department of Public Health.
<b>WHO SHOULD APPLY</b>	Persons who have permanent civil service appointment with the California Department of Public Health and meet the minimum qualifications as stated on this bulletin as of the announced final filing date. Employees who have limited-term appointment in the department for which the examination is being given (provided they have had permanent appointment and no subsequent break in service) are allowed to participate in departmental promotional examination in the department <u>OR</u> must be: 1) a current or former legislative employee meeting the criteria defined in Government Code (GC), Section 18990; <u>OR</u> 2) an exempt employee meeting the criteria defined in GC, Section 18992; <u>OR</u> persons who are retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code 18991.
<b>HOW TO APPLY</b>	<p>To learn more about the job and testing arrangements, contact the testing office shown below. Applications are available at <a href="http://www.spb.ca.gov/jobs/stateapp.htm">http://www.spb.ca.gov/jobs/stateapp.htm</a>. Applications may be filed in person or by mail with:</p> <p align="right"> <b>CALIFORNIA DEPARTMENT OF PUBLIC HEALTH (916) 445-0983</b>  <b>SELECTION AND CERTIFICATION SECTION</b>  <b>In Person: 1501 CAPITOL AVENUE, SUITE 1501</b>  <b>By Mail: MS 1700-1702</b>  <b>P.O. BOX 997378</b>  <b>SACRAMENTO, CA 95899-7378</b> </p> <p><i>DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD</i></p>
<b>FINAL FILING DATE</b>	Applications (Form STD. 678) must be submitted by <b>October 12, 2011</b> , the final filing date. Applications postmarked, personally delivered, or received via interoffice mail after the filing deadline will not be accepted.
<b>SPECIAL TESTING INFORMATION</b>	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.
<b>SALARY RANGE(S)</b>	\$3262 - \$3967 per month.
<b>EMPLOYEE BENEFITS</b>	<p>In addition to the salary above the California Department of Public Health offers benefits in the following areas:</p> <ul style="list-style-type: none"> <li>● Health, Dental, and Vision</li> <li>● Cash Benefit Programs</li> <li>● Disability Insurance</li> <li>● Work, Home, and Family</li> <li>● Beneficiary and Survivor Benefits</li> <li>● Awards</li> <li>● Retirement and Separation Benefits</li> <li>● Flexible Schedules</li> <li>● Public Transit Reimbursement (limits apply)</li> </ul> <p>A complete description of all benefits may be viewed at <a href="http://www.dpa.ca.gov/benefits/index.htm">http://www.dpa.ca.gov/benefits/index.htm</a></p>
<b>POSITION DESCRIPTION</b>	<p>This is the advanced journey person level in the series. Under direction, incumbents perform the more complex subsidiary personnel management work and may act as lead person to a group of clerks or Personnel Technicians I engaged in subsidiary personnel management functions.</p> <p>Positions exist with the California Department of Public Health in Sacramento.</p>

<b>REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION</b>	<p>It is your responsibility to make sure you meet the education and/or experience requirements stated on this announcement by <b>October 12, 2011</b>, the final filing date. Your signature on your application indicates that you have <u>read</u>, <u>understood</u>, and <u>possess</u> the basic qualifications required.</p> <p><b>NOTE:</b> Applications/resumes <b>must</b> 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 <b>must</b> include title, semester or quarter units, name of institution, completion dates, and degree (if applicable).</p> <p><b>Applications/resumes received without this information will be rejected.</b></p>
<b>MINIMUM QUALIFICATIONS</b>	<p>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.</p> <p><b>Either I</b> One year of experience performing the duties of a Personnel Technician I, Range B.</p> <p><b>Or II</b> Two years of work involving writing or editing original correspondence; or materials for reports or publications. Experience in California state service applied toward this requirement must be performing the duties of a class with a level of responsibility at least equivalent to Personnel Technician I, Range B.</p>
<b>SPECIAL PERSONAL CHARACTERISTICS</b>	<p>Accuracy and thoroughness in performance of tasks and ability to work with others in both professional and clerical occupational groups.</p>
<b>ADDITIONAL DESIREABLE QUALIFICATIONS</b>	<p>Education equivalent to completion of the twelfth grade preferably with emphasis on courses in English composition and journalism.</p>
<b>GENERAL QUALIFICATIONS</b>	<p>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.</p>
<b>EXAMINATION INFORMATION</b>	<p>This examination utilizes an evaluation of education and experience (E&amp;E) weighted 100%, and is based solely upon information provided with the application. Information provided with the application will be assessed compared to a standard developed in relation to the elements of the job and linked to the knowledge and abilities required on the job.</p> <p>Special care should be taken to submitting a complete description of your education and experience relevant to the typical tasks, scope, and minimum qualifications stated on this announcement. Supplemental information will be accepted but competitors should read the announcement carefully to determine what kind of information will be useful to those individuals completing the evaluation.</p> <p>The California Department of Public Health 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 law and rules and all competitors will be notified.</p>
<b>SCOPE</b>	<p>Ratings will be determined based on the depth and breadth of professional education and experience beyond what is minimally required. Emphasis will be placed on measuring:</p> <p><b>Knowledge of:</b></p> <ol style="list-style-type: none"> <li>1. Grammar, spelling, punctuation, and modern English usage.</li> <li>2. Examine and personnel principles and practices.</li> </ol> <p><b>Ability to:</b></p> <ol style="list-style-type: none"> <li>1. Interpret and edit written material.</li> <li>2. Write effectively.</li> <li>3. Analyze written and numerical data accurately, and follow oral and written instruction.</li> <li>4. Clear and concise expression and oral presentations, written reports and correspondence.</li> <li>5. Accept increasing responsibility for accuracy and thoroughness in performance of task.</li> <li>6. Work effectively with others in both professional and clerical occupational groups.</li> <li>7. Skill in analytical evaluations.</li> </ol> <p><b>Skill in:</b></p> <ol style="list-style-type: none"> <li>1. Conducting analytical evaluations.</li> </ol>

<b>ELIGIBLE LIST INFORMATION</b>	<p>A departmental promotional list will be established for use by the California Department of Public Health. 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. All candidates meeting the requirements for admittance to the exam will be placed on the eligible list in one of three ranks.</p> <p><b>NOTE:</b> Transfer of list eligibility is not permitted from a list established by an E&amp;E examination to a list established by any other type of examination.</p> <p>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.</p>
<b>VETERANS PREFERENCE</b>	Veterans' preference credits are not granted in promotional examinations.
<b>TELECOMMUNICATIONS DEVICE FOR THE DEAF</b>	<p>The California Relay (Telephone) Service for the deaf or hearing impaired:</p> <p>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</p> <p>TDD is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD device.</p>