



**CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION
OFFICE OF WORKFORCE PLANNING AND SELECTION
QUALIFICATIONS ASSESSMENT FOR**

SENIOR PERSONNEL SPECIALIST

This examination will provide you with an opportunity to demonstrate significant aspects of your qualifications for **SENIOR PERSONNEL SPECIALIST**, with the California Department of Corrections and Rehabilitation (CDCR). The information you provide will be rated based on objective criteria created by Subject Matter Experts. The rating will be used to determine your final score in this examination. If successful, your name will be placed on an eligible list for the classification listed above. The list will be used by CDCR locations/facilities statewide to fill existing vacancies. A "Conditions of Employment" form is included in this examination which will allow you to select the location and time bases you are interested in working. It is **required** that you **personally complete** this examination accurately and without assistance.

TESTING PERIOD INFORMATION

Candidates can only test for this classification **once** in a **12 month period**.

You will be evaluated based on your ability to follow directions and read, interpret, and respond appropriately to the questions in this Qualifications Assessment. Candidates who fail to follow the instructions will be eliminated from this examination.

THIS AFFIRMATION MUST BE COMPLETED

Government Code Section 18935:

"The board may refuse to examine or, after examination, may refuse to declare as an eligible or may withhold or withdraw from certification, prior to appointment, anyone who comes under any of the following categories:

- j. Has intentionally attempted to practice any deception or fraud in his or her application, in his or her examination, or in securing his or her eligibility."

I hereby certify and understand that the information provided by me on this questionnaire is true and complete to the best of my knowledge and contains no willful misrepresentation or falsifications. I also understand that if it is discovered that I have made any false representations, I will be removed from the list resulting from this examination and may not be allowed to compete in future examinations for State employment. If already hired from the result of this examination, I may have adverse action taken against me, which could result in dismissal.

SIGNATURE: _____ DATE: _____

NAME (PRINTED): _____ SOCIAL SECURITY NUMBER: _____

HOME PHONE NUMBER: _____ WORK PHONE NUMBER: _____

YOUR COMPLETED QUALIFICATIONS ASSESSMENT AND EXAMINATION APPLICATION MUST INCLUDE YOUR **ORIGINAL SIGNATURE** AND BE MAILED OR DELIVERED TO THE FOLLOWING LOCATION:

Mail to:

Department of Corrections and Rehabilitation
Office of Workforce Planning and Selection
P.O. Box 942883
Sacramento, CA 94283-0001

OR

Deliver in Person to:

Department of Corrections and Rehabilitation
Office of Workforce Planning and Selection
1515 "S" Street, Room 522N
Sacramento, CA 95811-7243

NOTE:

- Be sure your envelope has **adequate postage** if submitting via mail.
- Facsimiles (FAX) will **NOT** be accepted under any circumstances.
- Make and keep a photocopy of the completed Qualifications Assessment for your records.

GENERAL INSTRUCTIONS

READ INSTRUCTIONS CAREFULLY

1. **Do not attach any additional documents** to this Qualifications Assessment or send any forms/documents in advance.
2. This process is the entire examination for the above classification. Therefore, please be sure to follow the instructions carefully as missing or incomplete information may result in disqualification or a lower score.
3. Additional instructions are provided on the following pages.
4. If successful, your name will be placed on an eligible list for the classification listed above.
5. The examination is intended to provide candidates the opportunity to demonstrate their knowledge and experience in a variety of areas. It is not expected that you will have experience in all areas.
6. The following areas comprise the complete examination for **SENIOR PERSONNEL SPECIALIST**. You must ensure you have addressed each of the following areas:
 - Affirmation Statement (page 1)
 - General Instructions (page 2)
 - Prior State Employment Information (page 3)
 - Conditions of Employment (pages 4 and 5)
 - Minimum Qualifications (page 6)
 - Job Requirements (page 7)
 - Desirable Qualifications (page 8)
 - Section I: Work Experience – Senior Personnel Specialist (pages 9 through 11)
 - Section II: Work Experience – Senior Personnel Specialist (page 12)

YOUR RESPONSES ARE SUBJECT TO VERIFICATION

Please keep in mind that all information provided on this Qualifications Assessment will be subject to verification at any time during the examination process, hiring process, and even after gaining employment. Anyone who misrepresents his/her experience will be subject to adverse consequences, which could include the following action(s):

- Removal from the examination process
- Removal from the certification list
- Loss of State employment
- Loss of rights to compete in any future State examinations

PRIOR STATE EMPLOYMENT INFORMATION

Complete this next section **ONLY** if you have been previously **dismissed** from California State Civil Service employment by punitive action or as a result of disciplinary proceedings. **IF THIS DOES NOT APPLY TO YOU, please skip this question.**

Rule 211 provides that a dismissed State employee may only participate in State Civil Service examinations if he/she has obtained prior consent from the State Personnel Board.

Do you have written permission from the State Personnel Board Executive Officer to take this examination?

<input type="checkbox"/>	YES
<input type="checkbox"/>	NO

**AVAILABLE POSITIONS ARE LOCATED
THROUGHOUT THE STATE OF CALIFORNIA**

After list release, please notify the California Department of Corrections and Rehabilitation (CDCR) promptly of any address changes or availability for employment at the following address:

California Department of Corrections and Rehabilitation
Division of Human Resources
Office of Workforce Planning and Selection
P.O. Box 942883
Sacramento, CA 94283-0001
Attn: Certification Unit

CONDITIONS OF EMPLOYMENT FORM FOR CDCR ADULT & YOUTH FACILITY LISTINGS ONLY

PLEASE MARK THE APPROPRIATE BOX(ES) OF YOUR CHOICE - YOU WILL ONLY BE OFFERED A JOB IN LOCATIONS THAT ARE MARKED.

Note: Positions are not available at all locations. Please refer to the official examination bulletin for information regarding current available positions and their locations.

If you are successful in this examination, your name will be placed on an active employment list and referred to fill vacancies according to the conditions you specify on this form. Therefore, before you mark this form, there are some things you should consider. If you are not planning to relocate or are not willing to travel to a distant job location, do not select locations that are a long way from your residence. You may choose up to 15 different locations. If you choose more than 15, you will be certified for anywhere in the State.

TYPE OF APPOINTMENT YOU WILL ACCEPT

Please mark the appropriate box(es). You may check "(A) Any" if you are willing to accept any type of employment.

(D) Permanent Full-Time (R) Permanent Part-Time (K) Limited-Term Full-Time (A) Any
If all are marked and you receive an appointment other than permanent full-time, your name will continue to be considered for permanent full-time positions.

LOCATION(S) YOU ARE WILLING TO WORK

NOTE: California State Prison has been abbreviated to "CSP." Youth Correctional Facility has been abbreviated to "YCF."

- (5) ANYWHERE IN THE STATE – *If this box is marked, no further selection is necessary.*
 7238 UPPER NORTHERN REGION – *If this box is marked, no further selection is necessary.*

ADULT FACILITIES:

- 0802 Pelican Bay State Prison
Crescent City, Del Norte County 1802 California Correctional Center
Susanville, Lassen County 1805 High Desert State Prison
Susanville, Lassen County

- 7231 NORTHERN REGION – *If this box is marked, no further selection is necessary.*

ADULT FACILITIES:

- 0309 Mule Creek State Prison
Ione, Amador County 3417 Richard A. McGee Correctional
Training Center
Galt, Sacramento County
 3423 CSP, Sacramento
Represa, Sacramento County 3901 Deuel Vocational Institution
Tracy, San Joaquin County
 4804 California Medical Facility
Vacaville, Solano County 4811 CSP, Solano
Vacaville, Solano County
 2102 CSP, San Quentin
San Quentin, Marin County 5505 Sierra Conservation Center
Conservation Camp Facility
Jamestown, Tuolumne County
 3400 Headquarters
Sacramento, Sacramento County
 3404 Folsom State Prison
Represa, Sacramento County

YOUTH FACILITIES:

- 0307 Preston YCF
Ione, Amador County
 3908 O.H. Close YCF
Stockton, San Joaquin County
 3917 N.A. Chaderjian YCF
Stockton, San Joaquin County
 3907 Northern California YCF
Stockton, San Joaquin County
 0311 Pine Grove Youth
Conservation Camp
Pine Grove, Amador County

- 7232 CENTRAL REGION – *If this box is marked, no further selection is necessary.*

ADULT FACILITIES:

- 1015 Pleasant Valley State Prison
Coalinga, Fresno County 2003 Central California Women's Facility
Chowchilla, Madera County
 1513 Wasco State Prison Reception Center
Wasco, Kern County 2004 Valley State Prison for Women
Chowchilla, Madera County
 1514 North Kern State Prison
Delano, Kern County 2701 Correctional Training Facility
Soledad, Monterey County
 1522 Kern Valley State Prison
Delano, Kern County 2708 Salinas Valley State Prison
Soledad, Monterey County
 1605 Avenal State Prison
Avenal, Kings County 4005 California Men's Colony
San Luis Obispo, San Luis Obispo County
 1606 CSP, Corcoran
Corcoran, Kings County 1608 California Substance Abuse Treatment Facility
Corcoran, Kings County

CONDITIONS OF EMPLOYMENT FORM FOR CDCR ADULT & YOUTH FACILITY LISTINGS ONLY (Continued)

7233 **SOUTHERN REGION** – *If this box is marked, no further selection is necessary.*

ADULT FACILITIES:

- 1307 **Calipatria State Prison**
Calipatria, Imperial County (North)
- 1308 **Centinela State Prison**
Imperial, Imperial County (South)
- 1503 **California Correctional Institution**
Tehachapi, Kern County
- 1995 **CSP, Los Angeles**
Lancaster, Los Angeles County
- 3310 **California Rehabilitation Center**
Norco, Riverside County

- 3313 **Chuckawalla Valley State Prison**
Blythe, Riverside County
- 3329 **Ironwood State Prison**
Blythe, Riverside County
- 3612 **California Institution for Men**
Chino, San Bernardino County
- 3613 **California Institution for Women**
Corona, San Bernardino County
- 3715 **R. J. Donovan Correctional Facility at Rock Mountain**
San Diego, San Diego County

YOUTH FACILITIES:

- 1967 **Southern Youth Correctional Reception Center & Clinic**
Norwalk, Los Angeles County
- 5610 **Ventura YCF**
Camarillo, Ventura County



MINIMUM QUALIFICATIONS

One year of experience in the California state service performing the duties of a Personnel Specialist, Range D, or a Personnel Services Specialist II.

Additional Desirable Qualifications: Familiarity with automated systems.

OUT-OF-CLASS EXPERIENCE: A "completion of an out-of-class assignment" memorandum, dated within one year of assignment completion, is required to use as out-of-class experience to meet the minimum qualifications for examination purposes. Employees may obtain this documentation from his/her Institutional Personnel Officer/Personnel Liaison. Out-of-class experience without required documentation will not be considered for examination purposes.

JOB REQUIREMENTS

The following are job requirements. Please respond to each question by marking the appropriate box. If you are unwilling or unable to comply with any of the following job requirements, it will be grounds for elimination from the examination process.

1.	Are you willing to abide by and adhere to safety policies and provisions (e.g., wear personal alarm, carry whistle, etc.) applicable to specific work assignments?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.	Are you willing to comply with annual tuberculosis screening requirements?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.	Are you willing to comply with departmental training requirements?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4.	Are you willing to report staff misconduct, dangerous situations/contraband to supervisors and/or custody staff?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5.	Are you willing to treat employees/co-workers in a professional, ethical, and tactful manner?	<input type="checkbox"/> Yes <input type="checkbox"/> No
6.	Are you willing to abide by and adhere to the institutional dress code?	<input type="checkbox"/> Yes <input type="checkbox"/> No
7.	Are you willing to participate in team meetings, committees, special projects, etc. as required and/or assigned by your supervisor/manager?	<input type="checkbox"/> Yes <input type="checkbox"/> No
8.	Are you willing to work in a team environment to complete assigned work tasks?	<input type="checkbox"/> Yes <input type="checkbox"/> No
9.	Are you willing to work overtime as required?	<input type="checkbox"/> Yes <input type="checkbox"/> No
10.	Are you willing to work holiday work shifts in emergency situations on as needed basis?	<input type="checkbox"/> Yes <input type="checkbox"/> No
11.	Are you willing to work professionally with individuals from a wide range of cultural backgrounds?	<input type="checkbox"/> Yes <input type="checkbox"/> No
12.	Are you willing to participate in departmental legal activities (e.g., expert witness, etc.)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
13.	Are you willing to promote positive, collaborative, professional working relations among co-workers both within and outside the work unit?	<input type="checkbox"/> Yes <input type="checkbox"/> No
14.	Are you willing to train staff?	<input type="checkbox"/> Yes <input type="checkbox"/> No
15.	Are you willing to travel to work sites away from assigned work location which could require extended hours of work and/or overnight or multiple-day trips?	<input type="checkbox"/> Yes <input type="checkbox"/> No
16.	Are you willing to participate in on-going training specific to your work assignment?	<input type="checkbox"/> Yes <input type="checkbox"/> No
17.	Are you willing to maintain the confidentiality of personnel and payroll records?	<input type="checkbox"/> Yes <input type="checkbox"/> No

DESIRABLE QUALIFICATIONS

Please indicate if you have any of the following certifications, training or experience by marking the appropriate box(es).

1.	Do you have extensive (more than five years) transaction/payroll experience handling several bargaining units?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.	Do you have experience handling Bargaining Unit 6 employees?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.	Have you completed the "Training for Trainers" training course?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4.	<p>Have you completed any of the State Controller's Office Personnel/Payroll training courses?</p> <p>Please mark the appropriate box(es) of any State Controller's Office Personnel/Payroll training courses you have completed:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Corrective Actions <input type="checkbox"/> Employment History Overview <input type="checkbox"/> Fundamentals of Payroll <input type="checkbox"/> Fundamentals of Personnel <input type="checkbox"/> Garnishment Documentation <input type="checkbox"/> Non-Industrial Insurance (NDI) Program <input type="checkbox"/> PAR Documentation <input type="checkbox"/> Payroll Input Process (PIP) <input type="checkbox"/> Salary Determinations, Introduction to <input type="checkbox"/> Salary Determinations, Advanced <input type="checkbox"/> Worker's Compensation: The Beginning Steps <input type="checkbox"/> Worker's Compensation Documentation <input type="checkbox"/> California Leave Accounting System (CLAS) <input type="checkbox"/> Benefit Administration Manual Training (BAM) <input type="checkbox"/> Automated Communication Exchange System (ACES) 	<input type="checkbox"/> Yes <input type="checkbox"/> No

SECTION I
WORK EXPERIENCE – SENIOR PERSONNEL SPECIALIST

		Level of Experience				
		Extensive Experience	Moderate Experience	Basic Experience	Minimal Experience	No Experience
<p>Note to Applicant: For items #1 - #9, refer to the scale description below. Please rate your level of experience by placing an “X” in the appropriate box.</p> <p>Definition of Levels:</p> <p>Extensive Experience: More than 3 years experience <u>performing</u> this task.</p> <p>Moderate Experience: Over 2 years to 3 years experience <u>performing</u> this task.</p> <p>Basic Experience: Over 1 year to 2 years experience <u>performing</u> this task.</p> <p>Minimal Experience: 1 year or less experience <u>performing</u> this task.</p> <p>No Experience: I do not have any experience <u>performing</u> this task.</p>						
1.	Act as a lead person in a human resources office.					
2.	Apply rules, regulations, policies, procedures and Memoranda of Understandings (MOUs) affecting personnel record keeping, personnel transactions, and payroll used in State agencies.					
3.	Communicate with control agencies and other entities to obtain/clarify information pertaining to personnel laws, rules, regulations and policies.					
4.	Compose and/or review sensitive written documents regarding personnel/payroll actions.					
5.	Conduct training presentations related to transaction functions.					
6.	Coordinate a variety of personnel/payroll programs (e.g., Workers Compensation Disability, benefits, position control, etc.).					
7.	Develop and maintain personnel/payroll reference material on personnel functions.					
8.	Participate as a team member on projects/committees.					
9.	Research critical personnel problems (e.g., salary discrepancies, employee overpayments, etc.) and provide recommendations/alternative solutions.					

SECTION I (continued)
WORK EXPERIENCE – SENIOR PERSONNEL SPECIALIST

		Level of Experience				
		Extensive Experience	Moderate Experience	Basic Experience	Minimal Experience	No Experience
<p>Note to Applicant: For items #10 - #18, refer to the scale description below. Please rate your level of experience by placing an "X" in the appropriate box.</p> <p>Definition of Levels:</p> <p>Extensive Experience: More than 3 years experience <u>performing</u> this task.</p> <p>Moderate Experience: Over 2 years to 3 years experience <u>performing</u> this task.</p> <p>Basic Experience: Over 1 year to 2 years experience <u>performing</u> this task.</p> <p>Minimal Experience: 1 year or less experience <u>performing</u> this task.</p> <p>No Experience: I do not have any experience <u>performing</u> this task.</p>						
10.	Review and interpret various rules, regulations, policies, procedures and MOUs affecting personnel record keeping, personnel transactions, payroll, and certification processes used in State departments.					
11.	Review and revise policies and procedures as they relate to personnel/payroll transactions.					
12.	Serve as an expert resource regarding personnel/payroll issues.					
13.	Determine disability benefits and compensation [Temporary Disability (TD) and Industrial Disability Leave (IDL)].					
14.	Determine eligibility for benefits (e.g., health/dental, vision, FlexElect, long-term disability, etc.).					
15.	Develop and review policies and procedures as they relate to personnel/payroll transactions.					
16.	Gather data regarding personnel/payroll matters.					
17.	Interact with staff, control agencies and other state agencies.					
18.	Interpret and apply bargaining unit contracts for all personnel and payroll issues.					

SECTION I (continued)
WORK EXPERIENCE – SENIOR PERSONNEL SPECIALIST

		Level of Experience				
		Extensive Experience	Moderate Experience	Basic Experience	Minimal Experience	No Experience
<p>Note to Applicant: For items #19 - #26, refer to the scale description below. Please rate your level of experience by placing an “X” in the appropriate box.</p> <p>Definition of Levels:</p> <p>Extensive Experience: More than 3 years experience <u>performing</u> this task.</p> <p>Moderate Experience: Over 2 years to 3 years experience <u>performing</u> this task.</p> <p>Basic Experience: Over 1 year to 2 years experience <u>performing</u> this task.</p> <p>Minimal Experience: 1 year or less experience <u>performing</u> this task.</p> <p>No Experience: I do not have any experience <u>performing</u> this task.</p>						
19.	Maintain confidentiality related to employee’s personnel/payroll information					
20.	Organize and prioritize work accordingly to ensure timeframes are met.					
21.	Prepare/key miscellaneous Personnel Action Request (PAR) transactions.					
22.	Determine final compensation/benefits for separating employees.					
23.	Establish and/or maintain roster cards for all allocated positions.					
24.	Prepare disability separation transaction documents [e.g., Personnel Action Request (PAR), Leave Accounting System (LAS), SCO data base].					
25.	Process and track accounts receivable to recover overpayments owed to the Department for current employees or separated employees.					
26.	Verify positions using State Controller’s Office (SCO) tabs and the Periodic Report.					

**SECTION II
 KNOWLEDGE ASSESSMENT – SENIOR PERSONNEL SPECIALIST**

		Level of Knowledge			
		Extensive Knowledge	Moderate Knowledge	Basic Knowledge	Limited Knowledge
<p>NOTE TO APPLICANT: For items #27 - #32, refer to the scale description below. Please rate your level of knowledge by placing an “X” in the box that best describes your level of knowledge in each of the following areas.</p> <p>Definition of Levels:</p> <p>Extensive Knowledge: I possess an expert knowledge level to the extent that I have effectively performed tasks related to this knowledge in the most difficult and complex situations and I have instructed others on specific aspects of this knowledge.</p> <p>Moderate Knowledge: I possess a sufficient knowledge level that has allowed me to perform tasks related to this knowledge successfully and I have applied it to an actual job.</p> <p>Basic Knowledge: I possess some knowledge but may require additional instruction to apply this knowledge effectively.</p> <p>Limited Knowledge: I possess little or no education or training relevant to this knowledge.</p>					
27.	Current office methods, procedures, and equipment use (e.g., information disclosure, customer service, 10-key calculator, computer hardware/software, etc.).				
28.	Laws, rules, regulations, policies, procedures and MOUs affecting personnel record keeping, personnel transactions, payroll and certification processes used in State departments.				
29.	Math principles as they relate to personnel/payroll matters (e.g., salary determinations, accounts receivable, disability supplementation calculations, etc.).				
30.	Leadership principles to provide direction to staff on various personnel/payroll functions.				
31.	Training principles and techniques relating to various personnel/payroll functions.				
32.	Communication principles and techniques relating to various personnel/payroll functions.				

THIS CONCLUDES THE QUALIFICATIONS ASSESSMENT FOR SENIOR PERSONNEL SPECIALIST. PLEASE REFER TO PAGE ONE FOR SIGNATURE, DATE, AND MAILING INSTRUCTIONS.