



# SENIOR PERSONNEL SPECIALIST

## Final Filing Date: CONTINUOUS

### PROMOTIONAL

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER – Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

**EXAMINATION BASE** DEPARTMENTAL FOR:  
DEPARTMENT OF CORRECTIONS AND REHABILITATION (**including** Prison Industry Authority)

**WHO SHOULD APPLY** **COMPETITION LIMITED TO STATE EMPLOYEES**  
Applicants must have a permanent civil service appointment with the Department of Corrections and Rehabilitation **OR** must be: 1) a current or former employee of the Legislature for two or more years as defined in Government Code § 18990; **OR** 2) a non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code § 18992; **OR** 3) a person 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. Under certain circumstances, other employees may be allowed to compete under provisions of Rules 234, 235 and 235.2.

**NOTE: Applicants applying under Government Code § 18991 must provide documentation of retirement or honorable discharge from the United States Military.**

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

**HOW TO APPLY** Submit Examination Application (Std. Form 678) **and** Qualifications Assessment

|  |           |  |
|--|-----------|--|
| <b>By mail with:</b>   | <b>or</b> | <b>In person with:</b>   |
| Department of Corrections and Rehabilitation<br>Office of Workforce Planning and Selection<br>P.O. Box 942883<br>Sacramento, CA 94283-0001<br>(916) 322-2545 |           | Department of Corrections and Rehabilitation<br>Office of Workforce Planning and Selection<br>1515 "S" Street, Room 522-N<br>Sacramento, CA 95811-7243<br>(916) 322-2545 |

If you are personally delivering your application and Qualifications Assessment, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, on or before the final filing date to the same street address as listed above for the Office of Workforce Planning and Selection.

Qualifications Assessments for Senior Personnel Specialist are available at the following locations:

**CDCR Intranet**  
<http://intranet/ADM/DSS/hr/ops/Promotional%20Exams/Forms/Promotional%20Exams.aspx>

**CDCR Internet**  
[http://www.cdcr.ca.gov/Career\\_Opportunities/HR/OPS/Exams/Exams\\_Promotional/index.html](http://www.cdcr.ca.gov/Career_Opportunities/HR/OPS/Exams/Exams_Promotional/index.html)

**In person at the physical address listed above.**

**NOTE:** Only applications and Qualifications Assessments with original signatures will be accepted.

**APPLICATION DEADLINE/ REQUIREMENTS** Applications and Qualifications Assessments will be accepted on a continuous basis.  
All applicants must meet the education and/or experience requirements for this examination at the time he or she files his or her application.

**TEST DATE** Information will be provided to accepted applicants by letter.

**SALARY RANGE** As of: **October 1, 2010**  
**\$3,658 – \$4,446**

**MINIMUM QUALIFICATIONS** **Experience:** 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.

**EXAMINATION PLAN** **EXAMINATION INTERVIEWS WILL NOT BE HELD.** This examination will consist of a Qualifications Assessment weighted 100%. To obtain a position on the eligible list, applicants must achieve a minimum rating of 70% on the Qualifications Assessment.

**EXAMINATION  
PLAN  
(CONTINUED)**

The Qualifications Assessment is designed to elicit a range of specific information regarding each candidate's knowledge, skill, abilities, and potential to effectively perform the duties relative to the classification. Candidates who meet the "Minimum Qualifications" will have their Qualifications Assessment rated and successful candidates will be placed on an eligible list. **SUBMISSION OF THE QUALIFICATIONS ASSESSMENT IS MANDATORY.** Candidates who do not submit a completed Qualifications Assessment will be eliminated from this examination.

**Qualifications Assessment -- Weighted 100.00%**

**Scope:** Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate's:

**A. Knowledge of:**

1. Current office methods, procedures, equipment
2. Basic math principles
3. Laws, rules, regulations, and bargaining contract provisions affecting personnel record keeping, personnel transactions, payroll, and certification processes used in State departments

**B. Ability to:**

1. Think logically, multitask, and apply laws, rules, regulations, and bargaining contract provisions concerning personnel transactions
2. Independently interpret and use reference material
3. Give and follow directions
4. Gather data
5. Design and prepare tables, spreadsheets, and charts
6. Advise employees of their rights
7. Consult with supervisors on alternative actions which they may take on various transaction situations
8. Communicate effectively
9. Operate a computer keyboard/terminal
10. Establish and maintain cooperative working relations with those contacted during the course of the work
11. Organize and prioritize work
12. Create/draft correspondence
13. Maintain personnel records
14. Represent the department on intra/interdepartmental teams
15. Coordinate a variety of personnel/payroll transactions
16. Research critical transactions and recommend alternative solutions

**ELIGIBLE LIST  
INFORMATION**

A departmental promotional eligible list will be established to fill vacancies for the Department of Corrections and Rehabilitation. Names of successful candidates will be merged onto the list in order of final scores, regardless of date. Eligibility expires **12** months after establishment, unless the needs of the service and conditions of the list warrant a change in this period.

**POSITION  
DESCRIPTION AND  
LOCATION(S)**

A **Senior Personnel Specialist** is the expert journey level of the series. Under general direction, incumbents serve as the expert staff resource responsible for the most difficult and complex personnel/payroll issues. As a "staff specialist", researches critical personnel problems and recommends alternative solutions; develops and maintains specialized training programs; reviews various control agency letters, memos, and bargaining contract provisions, and develops/revises internal procedures as necessary; prepares management reports, spreadsheets, and charts; drafts correspondence; functions as a team member on personnel-related projects; are coordinators for a variety of personnel/payroll programs, e.g., FMLA; and may act in a lead role (i.e., training, workload, etc.) over lower-level staff; and does other related duties.

Positions exist statewide with the Department of Corrections and Rehabilitation.

**SPECIAL TESTING  
ARRANGEMENTS**

If you have a disability and need special testing arrangements, mark the appropriate box on the "Examination Application." You will be contacted to make specific arrangements.

**VETERANS POINTS/  
CAREER CREDITS**

Veteran's Preference Points and career credits are not granted in promotional examinations.

**GENERAL INFORMATION**

**It is the candidate's responsibility** to contact the Department of Corrections and Rehabilitation's Office of Workforce Planning and Selection at (916) 322-2545 three weeks after the exam final filing date if he/she has not received a progress notice.

**Applications are available at** Department of Corrections and Rehabilitation offices, State Personnel Board offices and local offices of the Employment Development Department, and online at [www.jobs.ca.gov/OEC/jobs/stateapp.aspx](http://www.jobs.ca.gov/OEC/jobs/stateapp.aspx).

**The Department of Corrections and Rehabilitation** 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 changed. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

**Examination Locations:** If this examination requires a written test and/or oral interview, they will be scheduled throughout the State at the correctional institutions, youth facilities, and/or parole regions. However, locations of the written test and/or oral interview may be limited or extended as conditions warrant.

**Eligible Lists:** Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

**If you meet the requirements** stated in this bulletin, you may take this examination. Possession of the entrance requirement(s) does not assure success in the examination or placement on the employment list. All candidates who pass the examination described in this bulletin will be ranked according to their scores.

**General Qualifications:** Competitors 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 and fingerprinting may be required. In open examinations, an investigation may be made of employment records and personal history.

**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.**

**ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED**

**FOR CURRENT CDCR TESTING INFORMATION CALL (916) 322-2545**  
Telecommunications Relay Service (TRS): DIAL 711  
[www.cdcr.ca.gov](http://www.cdcr.ca.gov)

**THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS**