



Administrative Officer II (Departmental Promotional) FINAL FILING DATE – May 19, 2017

INTRODUCTION

Department of Fish and Wildlife employees are committed to managing and protecting California's diverse wildlife and the habitats upon which they depend.

EEO

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and 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?

1. Applicants must have a permanent civil service appointment with the Department of Fish and Wildlife as of the final filing date, in order to participate in this examination; or
2. Must be a current or former employee of the Legislature for two or more years as defined in Government Code 18990; or
3. Must be 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. Must be 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.

FILING INSTRUCTIONS

Final Filing Date: **May 19, 2017**

Cross Filing Instructions: If you meet the entrance requirements for this class and for the Administrative Officer III with the same final filing date, you may file for both examinations on a single application. **You must note each examination title(s) for which you are applying on the Std.678 form.**

Applications may be filed in person or by mail at:

Department of Fish and Wildlife
Attention: Exam Unit
1416 Ninth Street, Room 1217-B
Sacramento, CA 95814

Applications must be POSTMARKED no later than the final filing date. Applications postmarked, personally delivered or received via inter-office mail after the final filing date will not be accepted for any reason.

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, mark the appropriate box on the application. The exam unit will contact you to make specific arrangements.

SALARY INFORMATION

\$4,977 - \$6,184

POSITION STATEMENT

This is the first or second supervisory level class. Incumbents in this class have total responsibility for all of the administrative staff functions in a large departmental division, district, office, or region. This class is typically in charge of a staff of clerical, technical, and professional personnel assigned to carry out all of the staff services functions for a departmental division, district, or region. Incumbents report directly to the District Superintendent, Division Chief, District Administrator, or Assistant District Administrator.

* Additional information regarding the functions performed, complexity factors, and scope of responsibility is contained in a separate document titled "Allocation Guidelines, Administrative Officer, Resources Agency, Series Specification (8/99)." including the supervision of subordinate professional staff. Incumbents supervise a professional staff who are typically in the administrative officer, personnel, budget, accounting, or other analyst series. Incumbents report directly to the District Superintendent, division, regional, district, or office manager, and fill in for him/her in his/her absence.

ELIGIBLE LIST INFORMATION

Eligibility expires 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

All applicants must meet the minimum qualifications by May 19, 2017.

MINIMUM QUALIFICATIONS

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as Either "I", "II", or "III", etc. for example, candidates possessing qualifying experience amounting to 50% of the required time in Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience.

Applications and any attached resumes require employment history information including "to" and "from" dates (month/day/year), time base, and if applicable, civil service class titles. Applications and any attached resumes received without this information **MAY BE REJECTED BECAUSE OF INCOMPLETE INFORMATION.**

Either I

Experience: One year of experience in the California state service performing staff duties such as fiscal management, budgeting, administrative analysis, personnel, or business services of a class at a level of responsibility not less than that of an Administrative Officer I, Resources Agency, Range B.

Or II

Experience: Three years of increasingly responsible experience in one or a combination of the following fields: fiscal management, budgeting, administrative analysis, personnel, or business service administration. (Experience in the California state service applied toward this requirement must have included one year performing the duties of a class at a level of responsibility not less than that of an Administrative Officer I, Resources Agency, Range B.) **And**

Education: Equivalent to graduation from college, preferably with a major in public or business administration. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

EXAMINATION INFORMATION

Qualifications Appraisal Process - Weighted 100.00%.

This examination consists of an oral interview process. To obtain a position on the eligible list, you must attain a minimum rating of 70.00% in the interview process. **COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

It is anticipated that the interviews will be held during June 2017.

Oral interviews are ordinarily scheduled in Sacramento, Ontario, Napa, Redding, and Fresno. However, interview locations may be limited or extended as the number of candidates and conditions warrant.

This examination may contain additional components (i.e., written exercise, in-basket assignment, math calculation exercise, presentation, etc.) that will be scored in addition to the structured interview questions.

KNOWLEDGE AND ABILITIES

Knowledge of:

1. Principles, practices, and modern methods of public and business administration with special reference to fiscal and personnel management and budgetary preparation and control.
2. Principles and practices of employer-employee relations.
3. A manager's/supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment including the Bilingual Services Program, Limited Exam and Appointment Program (LEAP), Reasonable Accommodation, and discrimination complaint process.
4. Principles and practices of general business management.
5. Modern office methods, forms, and equipment.
6. Buildings Management.
7. Purchasing principles and practices.
8. Laws, rules, and regulations governing administrative practices in the California state service.
9. Principles of accident prevention and safety practices.
10. Public information channels and methods.
11. Organization and functions of the Resources Agency.

Ability to:

1. Develop and install new and revised methods and procedures.
2. Analyze administrative problems.
3. Analyze situations accurately and take effective action.
4. Plan, organize, and direct the work of others.
5. Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment including the Bilingual Services Program, Limited Exam and Appointment (LEAP), Reasonable Accommodation, and discrimination complaint process.
6. Reflect management's position on collective bargaining issues.
7. Develop and maintain cooperative and harmonious working relationships.
8. Communicate effectively.

SPECIAL PERSONAL CHARACTERISTICS

Demonstrated capacity for assuming increasing administrative responsibility.

VETERANS' PREFERENCE

Veterans' Preference credit is not granted in promotional examinations.

CONTACT INFORMATION

If you have any questions concerning the Administrative Officer II Examination or the testing process, you may contact Matthew Hom, Exam Analyst with the Department of Fish and Wildlife, Human Resources Branch at (916) 653-8120 or visit the Department of Fish and Wildlife website at www.wildlife.ca.gov.

GENERAL INFORMATION

For Examinations Without a Written Feature:

If you haven't received your examination or progress notice four weeks after the final filing date, it is your responsibility to contact the Department of Fish and Wildlife, Human Resources Branch at (916) 653-8120.

Applications are available at www.jobs.ca.gov/pdf/std678.pdf, California Department of Human Resources (CalHR) offices, local offices of the Employment Development Department and the testing department on this job bulletin.

Remember, Examinations are Competitive:

If you possess the entrance requirements stated on this bulletin, you may take this competitive examination; however, you aren't assured a place on the eligibility list. Your performance in the examination is compared to established rating criteria. All candidates who pass are ranked according to their scores.

Promotional Examinations Only:

Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices.

Additional List Information:

Eligible Lists: 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; 6) open. When there are two lists of the same kind, the older must be used first.

Miscellaneous Information:

The Department of Fish and Wildlife 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.

TTY is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TTY Device.

California Relay (Telephone) Service for the Deaf or Hearing-Impaired
From TDD phones: 1-800-735-2929
From voice phones: 1-800-735-2922