



**Administrative Assistant II
(Departmental Promotional) – For Sacramento
FINAL FILING DATE – January 9, 2018**

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: January 9, 2018

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

\$4784 - \$5988

POSITION STATEMENT

Employees in this class are responsible for relieving administrative duties of a high level Administrator such as a departmental Director. They increase the capacity of the Administrator by serving as a representative of the Administrator. Employees in this class may also supervise and review the work of administrative staff in the Administrator's office; assist department and division heads with administrative processes and procedures; and represent the Administrator inside and outside the department.

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 as listed in this announcement.

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

One year of experience in the California state service performing staff work in a class equivalent in level to Administrative Assistant I

OR II

Eighteen months of experience in the California state service performing the duties of an Executive Secretary II.

OR III

EXPERIENCE: Three years of progressively responsible experience in one or a combination of the following:

- 1.) Relieving an administrator of assigned administrative detail and preparing reports and/or recommendations for administrative action. (Experience in California state service must be in a class equivalent in level of responsibility to Office Services Supervisor I.)
- 2.) Professional or technical experience in a field usually requiring an education of collegiate grade and involving duties and responsibilities which develop a wide knowledge of the field of management, at least two years of which shall have involved the independent development of administrative recommendations.

(Possession of a Master's Degree in Public, Personnel, or Business Administration or related field may be substituted for one year of the required experience.) **AND**

EDUCATION: Equivalent to graduation from college. (Additional qualifying experience may be substituted for four years of the required education on a year for year basis. Any work experience gained in State service may be used to meet the education requirement on a year-for-year basis.)

(In appraising experience, more weight will be given to the breadth of experience and the evidence of the candidate's ability to accept and fulfill increasing responsibility than to the length of his/her experience.)

EXAMINATION INFORMATION

Qualifications Assessment - Weighted 100.00%.

This examination consists of a Qualifications Assessment and is the sole component of the examination. To obtain a position on the eligible list, you must attain a minimum rating of 70.00%.

COMPETITORS WHO DO NOT COMPLETE THE QUALIFICATIONS ASSESSMENT WILL BE DISQUALIFIED.

It is anticipated that the interviews will be held during February/March 2018.

Examinations will be scheduled in Sacramento only.

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.

PLEASE NOTE: If conditions warrant, this examination may utilize an evaluation of each candidate's experience and education (E&E) compared to a standard developed from the class specification. **For this reason, it is especially important that each candidate take special care in accurately and completely filling out their application. List all experience relevant to the "minimum qualifications for admittance" shown on this announcement.** Supplementary information will be accepted, but read the "Minimum Qualifications for Admittance" and "Scope of the Examination" carefully to see what kind of information will be useful to the staff doing the evaluation. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained.

KNOWLEDGE AND ABILITIES

A. Knowledge of:

1. Principles, problems, and methods of public and business administration
2. Organization and personnel and fiscal management
3. Office management principles, methods, and procedures
4. Administrative survey techniques and skill in their application
5. Statistical and research methods.

B. Ability to:

1. Think clearly and quickly and analyze and solve problems of organization and management
2. Work independently in identifying the need for and developing proposed changes to operating practices, programs, and policies
3. Supervise the staff of an administrative office
4. Establish and maintain cooperative working relationships
5. Speak and write effectively

BENEFITS

To learn more about the comprehensive benefit package please visit our website at <http://www.calpers.ca.gov> .

SPECIAL PERSONAL CHARACTERISTICS

Demonstrated capacity for assuming increasing responsibility, originality, open-mindedness, and tact.

CONTACT INFORMATION

If you have any questions concerning the Administrative Assistant II Examination or the testing process, you may contact Elena Cano, 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.

General Qualifications for all Examinations:

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. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

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.

High School Equivalence:

Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

How Qualifications are Rated

General Qualifications for all Examinations: 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. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

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.

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.

California Relay (Telephone) Service for the Deaf or Hearing-Impaired

From TDD phones: 1-800-735-2929

From voice phones: 1-800-735-2922