

SECRETARY OF STATE  
ELECTIONS SPECIALIST  
OPEN, NON-PROMOTIONAL EXAMINATION  
SPOT SACRAMENTO



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. 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.

DEPARTMENTAL OPEN NON-PROMOTIONAL, SPOT –  
SACRAMENTO FOR SECRETARY OF STATE

HOW TO APPLY:

Applications (STD 678) are available at the HR counter or online at <https://jobs.ca.gov/pdf/std678.pdf> and may be filed in person or by mail with:

Secretary of State  
Attn: Mike Green  
1500 - 11<sup>th</sup> Street, Suite 475  
Sacramento, CA 95814

DO NOT SUBMIT APPLICATIONS TO THE STATE  
PERSONNEL BOARD.

FINAL FILING DATE: November 13, 2017

Applications (STD 678) submitted via U.S. Mail must be **POSTMARKED** no later than the final filing date. Applications personally delivered or received via interoffice mail after 5:00 p.m. on the final filing date will not be accepted for any reason.

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Application for Examination." You will be contacted to make specific arrangements.

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

**SALARY: \$5,255 - \$6,578**

ELIGIBLE LIST INFORMATION:

A departmental Open, Non-promotional eligible list for Sacramento will be established. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

QUALIFICATIONS APPRAISAL INTERVIEW:

It is anticipated the interviews will be held the month of November/December 2017.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION:

**NOTE:** All applicants must meet the education and/or experience requirements for this examination by the final filing date.

**NOTE: ALL APPLICATIONS MUST INCLUDE: "TO" AND "FROM" DATES (MONTH/DAY/YEAR); TIME BASE; AND CIVIL SERVICE CLASS.**

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 "or" II "or" III, etc.

For example, candidates who possess qualifying experience amounting to 50% of the required time of 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 requirements.

Minimum Qualifications

Either I

One year of experience performing the duties of an Associate Governmental Program Analyst in the Elections Division of the Office of the Secretary of State.

Or II

**EXPERIENCE:** Four years of experience performing complex analyses, interpretation or implementation of technical and sensitive law or programs, at least two years of which must have pertained specifically to California election law. (One year of graduate work in public or business administration, law, political science, or a related field may be substituted for six months of the required experience.) **and**

**EDUCATION:** Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

THE POSITION:

Under general direction of the Chief, Elections Division, incumbents are highly skilled independent consultants responsible for specialized functions with the objective of assuring compliance with election law. Incumbents perform varied and complex, highly visible tasks relating to statewide election programs through the identification of the impact of new law and regulations, establishment of necessary processing systems and procedures, and development and implementation of methods to update and improve the integrity of election processes; and perform other related work.

EXAMINATION INFORMATION:

This examination will consist of a Qualifications Appraisal Panel weighted 100%. In order to obtain a position on the eligible list, candidates must receive a minimum rating of 70% in the Qualifications Appraisal Interview.

QUALIFICATIONS APPRAISAL PANEL  
WEIGHTED 100%

SCOPE:

In addition to evaluating each candidate's relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be placed on measuring competitively, relative to job demands, each candidate's:

- A. Knowledge of:
  - 1. California State and local government structure and administrative practices.
  - 2. Laws, rules, and policies governing elections.
  - 3. Techniques for preparing, producing and disseminating technical information materials.
- B. Ability to:
  - 1. Analyze complex problems and recommend solutions.
  - 2. Plan, develop and coordinate program activities required to implement statewide election laws administered by the Secretary of State.
  - 3. Interpret and apply laws, regulations and policies governing elections.
  - 4. Assess current practices and recommend improvements.
- C. Skill to:
  - 1. Skill to speak with individuals of all levels to explain elections policies and procedures.

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

**Veterans preference points and career credits will be granted in this examinations.**

**GENERAL INFORMATION**

**It is the candidate's responsibility** to contact the Secretary of State's Personnel Office three days prior to the written test date if he/she has not received his/her notice.

**For an examination** without a written feature it is the candidate's responsibility to contact the Secretary of State's Personnel Office three weeks after the final filing date if he/she has not received a progress notice.

**If a candidate's notice** of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

**Applications are available** at State Personnel Board offices, local offices of the Employment Development Department and the Department noted on the front.

**If you meet the requirements** stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

**The Secretary of State** 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.

**Examination Locations:** When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

**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. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

**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 also persons 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 Section 18991. 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 or at the Information Counter of State Personnel Board offices. Veterans' preference points are not granted in promotional examinations

**Veterans' Preference:** Effective January 1, 2014, in accordance with Government Code 18973.1 and 18973.5, Veterans' Preference will be awarded as follows: 1.) Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for Veterans' Preference; 2.) An entrance examination is defined, under the law, as any open competitive examination; and 3.) Veterans' Preference is not granted once a person achieves permanent civil service status.

Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application (Std. Form 1093), which is available at <http://jobs.ca.gov/Job/VeteransInformation>, and the Department of Veterans Affairs

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and 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.

**Interview Scope:** If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

**High School Equivalence:** Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational 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.

**Career Credits:** In open, non-promotional examinations, career credits are granted to: 1) State employees with permanent civil service status, 2) full-time employees of the State who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirements specified by the Board and have 12 consecutive months of services in an exempt position, and 3) individuals who have served on full year in, or are graduates of, the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination. Such examinations cannot be for managerial positions described in Government Code Section 3513. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their civil service status in the appropriate section of the application Form 678.

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

**California Relay (Telephone) Service for the Deaf or Hearing-impaired:**

From TDD phones: 1-800-735-2929  
From voice: 1-800-735-2922