

State

of **SECRETARY OF STATE**
POLITICAL REFORM PROGRAM SPECIALIST
SPOT - SACRAMENTO



California

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.

**DEPARTMENTAL PROMOTIONAL FOR
SECRETARY OF STATE – SPOT SACRAMENTO**

WHO SHOULD APPLY:

1. Applicants must have a permanent civil service appointment with the Secretary of State as of the final filing date, in order to participate in this examination (See "General Information, Promotional Examinations Only", for exceptions to this requirement); or
2. Must be a current or former employee of the legislature with two or more consecutive years of service as defined in Government Code Section 18990; or
3. Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years of service as defined in Government Code Section 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 Section 18991. Please include documentation of retirement or honorable discharge from the United States Military with your application.

HOW TO APPLY:

Applications are available and may be filed in person or by mail with:

Secretary of State
Human Resources Office – Mike Scorza
1500 - 11th Street, Suite 475
Sacramento, CA 95814

**DO NOT SUBMIT APPLICATIONS TO THE STATE
PERSONNEL BOARD**

FINAL FILING DATE: October 30, 2015

Applications (STD 678) 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.

QUALIFICATIONS APPRAISAL INTERVIEW:

It is anticipated that interviews will be held during November/December 2015.

SALARY: \$4600 - \$5758

ELIGIBLE LIST INFORMATION:

A departmental promotional eligible list 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.

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. It is your responsibility to make sure you meet the education and/or experience requirements stated below. Your signature on your application indicates that you read, understand, and possess the basic qualifications required.

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 possessing 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 experience requirements.

Either I

Experience: One year of experience in California state service performing duties involving political reform law relating to the analysis of campaign and lobbying disclosure comparable in level of responsibility to those of a Staff Services Analyst, Range C.

Or II

Experience: Three years of experience in the analysis, interpretation, or implementation of technical and sensitive laws or programs, at least one year of which must have pertained specifically to California political reform law. (One year of graduate work in public or business administration, law, political science, or 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:

This is the full journey person level in the series. Under direction, incumbents conduct complex program studies; review and edit publications for accuracy and statutory conformance; serve as a key resource and provide technical program advice to editors and staff of periodicals publishing information derived from Political Reform Division lobbying and campaign records; develop informational materials for use by public officials, business entities, candidates, lobbyists, and other persons in filing required documents with the Political Reform Division; assist in establishing new systems, procedures, and policies to accomplish program mandates; organize and present technical program and workload statistical information to secure appropriate administrative support resources; respond to difficult technical inquiries requiring the proper correlation of registration, disclosure, and regulatory laws; and recommend new or modified reporting forms and filer instructional manuals to the Fair Political Practices Commission. Incumbents typically work independently on specific assignments but may in a lead capacity review, coordinate, and evaluate the work of other staff.

SEE REVERSE SIDE FOR ADDITIONAL EXAMINATION INFORMATION

POLITICAL REFORM PROGRAM SPECIALIST
KA55 - 1822

BULLETIN RELEASE DATE: 10/16/15
FINAL FILING DATE: 10/30/15
EXAM CODE: 5SS03

EXAMINATION INFORMATION:

This examination will consist of a qualifications appraisal interview weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in the interview.

COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.

QUALIFICATIONS APPRAISAL INTERVIEW - WEIGHTED 100%

SCOPE:

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

- A. Knowledge of:
 - 1. Political reform laws, regulations, filing requirements and other technical requirements relating to program functions administered by the Secretary of State, Political Reform Division.
 - 2. Campaign and lobbying disclosure requirements for filing by paper and electronically.
 - 3. Filing requirements and deadlines under the Political Reform Act.
- B. Skill to:
 - 1. Effectively communicate both verbally and in writing, concepts, information, and technical requirements to a group or on a one-to-one basis.
- C. Ability to:
 - 1. Communicate verbally and auditorily.

Veterans' preference credit and career credits are not granted in promotional 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 and/or 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

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.

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

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.

**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**