

SECRETARY OF STATE
ARCHIVIST II
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.

DEPARTMENTAL PROMOTIONAL EXAMINATION FOR
SECRETARY OF STATE, SPOT SACRAMENTO

WHO SHOULD APPLY:

This is a Departmental Promotional examination for Secretary of State. Applicants must be:

- 1) A permanent civil service appointment with Secretary of State as of the final filing date in order to participate in the examination; **or**
- 2) Have been employed with Secretary of State within the last three years, without a break in State civil service; **or**
- 3) A current or former employee of the Legislature for two or more years as defined in Government Code §18990; **or**
- 4) 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**
- 5) 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. Persons applying who qualify as a Veteran under Government Code Section 18991 must submit a copy of their DD214 with their Examination Application (STD. 678).

Candidates who meet the minimum qualifications as stated on this announcement may apply for this examination. Once you have taken the examination, you may not reapply for 12 months. Candidates that are unsuccessful in the examination must wait six (6) months from the testing date before reapplying to take the examination.

HOW TO APPLY:

Applications are available and may be filed in person, U.S. mail or email with:

Secretary of State
Attn: John O'Connell
1500 - 11th Street, Suite 475
Sacramento, CA 95814
Email: sos.hr@sos.ca.gov

DO NOT SUBMIT APPLICATIONS TO THE STATE
PERSONNEL BOARD

FINAL FILING DATE: **March 4, 2020**

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: \$5,450 - \$6,820

ELIGIBLE LIST INFORMATION:

A departmental 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 March/April 2020.

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 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 requirements.

Either I

One year of experience performing the duties of an Archivist I in the California state service.

Or II

Experience: Two years of professional experience in archival work or historical research or in the manuscript department of a research library, or as a college faculty member directing students in historical research and performing some such research as a significant part of assigned teaching responsibilities. **and**

Education: Possession of the equivalent of a master's degree. (Two additional years of qualifying experience may be substituted for the master's degree.)

THE POSITION:

Under the general direction of the Chief of Archives, to do the more difficult professional work involved in the operation and maintenance of the State Archives; to assist in the analysis and determination of the present and future historical significance of State records and documents; to perform analytical research in archival documents; to act for the Chief of Archives in his/her absence; and to do 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. Archival principles, organization and procedures.
 2. Knowledge of methods of processing and filing archival materials.
 3. Care and preservation of archival materials.
 4. Methods and techniques of historical research and research in archival materials.
 5. Types of materials important to historical research.
 6. Needs, methodology, and problems of research groups using archival materials.
 7. History of California and the United States.
 8. Organization and functions of California state and local government.

Veterans preference points 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, 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

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.

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

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