



## Personnel Technician II ( Specialist )

### Promotional – Spot, San Francisco

**CPUC**

**California Public Utilities Commission**

**Exam #:** 3UC02

**Class Code:** 5161

**Min. Salary:** \$3262/mth

**Max Salary:** \$3967/mth

AN EQUAL OPPORTUNITY EMPLOYER-EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR 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 SERVICE.

#### **HOW TO APPLY**

You may access the online application at: <http://www.cpuc.ca.gov/PUC/jobs/>

If you have a disability and need special testing arrangements, mark the appropriate box on question 2 of the "Examination and/or Employment Application." We will contact you to make specific arrangements that are convenient for you in advance of the examination.

#### **WHO SHOULD APPLY**

This is a departmental promotional examination for the California Public Utilities Commission.

1. Applicants must have a permanent civil service appointment with the California Public Utilities Commission 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 Section 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 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.

For applicants under Items 2, 3, or 4, if promotional examinations are given by more than one department for the same classification, the applicant must select one department in which to compete.

#### **FINAL FILING DATE: March 19, 2013**

Online applications must be **Received** no later than the final filing date. Applications received after the final filing date will not be accepted. Do not submit your application to the State Personnel Board.

#### **THE POSITION – General Description**

Under direction, incumbents perform the more complex subsidiary personnel management work and may act as lead person to a group of clerks or Personnel Technicians I engaged in subsidiary personnel management functions. Incumbents assemble and analyze examination historical data for use by personnel analysts in the development of the examination plan; prepare examination announcements to meet analyst requirements; review applications for education and experience; assemble complete written tests; prepare correspondence; chair qualifications appraisal panels; schedule examination administrations and resolve examination scheduling problems; prepare investigations; proctor examination components; interpret and explain SPB laws and rules; put exam bulletins on SPB website; process notices from an applicant tracking system; and other job-related work.

## **REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION - MINIMUM QUALIFICATIONS**

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

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 in Pattern I, and additional experience amounting to 50% of the required time in Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

### **Either I**

One year of experience performing the duties of a Personnel Technician I, Range B.

### **Or II**

Two years of work involving writing or editing original correspondence; or materials for reports or publications. Experience in California state service applied toward this requirement must be performing the duties of a class with a level of responsibility at least equivalent to Personnel Technician I, Range B.

### **SPECIAL PERSONAL CHARACTERISTICS:**

Accuracy and thoroughness in performance of tasks and ability to work in harmony with others in both professional and clerical occupational groups.

### **ADDITIONAL DESIRABLE QUALIFICATIONS:**

Education equivalent to completion of the twelfth grade preferably with emphasis on courses in English composition and journalism.

## **EXAMINATION INFORMATION**

The examination will consist of an Interview (weighted 100%). In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in the examination process. Candidates who do not appear for their scheduled examination will be withdrawn from the examination process.

## **PROMOTIONAL READINESS INTERVIEW – WEIGHTED 100%**

The interview may include the following:

Knowledge of:

1. Communication principles and techniques to provide information and direction while ensuring consistency, conformity and compliance with laws, rules, regulations, policies and procedures.
2. Grammar, spelling, punctuation and modern English usage.
3. Examining personnel principles and practices.

Skill in:

1. Analytical evaluation.

Ability to:

1. Establish and maintain cooperative work relationships.
2. Serve in a leadership role; to provide instruction and guidance, as well as coordinate work of others.
3. Work with all levels of staff.
4. Organize and prioritize work to effectively manage workload.
5. Accept and fulfill increasing responsibilities.
6. Analyze exam scheduling issues in order to take appropriate course of action.
7. Provide instruction and guidance.
8. Communicate effectively.

## **ELIGIBLE LIST INFORMATION**

A list of eligible candidates will be established for the California Public Utilities Commission. The list will be effective for at least 12 months and up to 48 months to meet the needs of the Commission.

**Veterans' preference points** are not granted in promotional examinations.

## **GENERAL INFORMATION**

**Applications** are available at the State Personnel Board office, local offices of the Employment Development Department, and in Human Resources of the California Public Utilities Commission.

**If meeting the requirements** stated above, you may take this competitive examination. Possession of the entrance requirements does not ensure a place on the eligible list. All candidates passing the examination will be ranked according to scores.

**The California Public Utilities Commission** reserves the right to revise the examination plan to better meet the needs and service of the Commission. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**Examination Locations:** Examinations are typically scheduled in San Francisco. However, there are instances when examinations are given in such places in California as the number of candidates and conditions warrant.

**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.

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