EXECUTIVE ASSISTANT

PROMOTIONAL EXAMINATION

SPOT–SACRAMENTO

CALIFORNIA STATE GOVERNMENT - AN EQUAL OPPORTUNITY EMPLOYER 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 SERVANTS.

DEPARTMENTAL PROMOTIONAL FOR

EMPLOYMENT DEVELOPMENT DEPARTMENT (EDD)
EMPLOYMENT TRAINING PANEL (ETP)

POSITIONS EXIST

Positions exist in Sacramento.

POSITION DESCRIPTION

An Executive Assistant, under general direction of a high level administrator, provides staff assistance on sensitive departmental program issues; coordinates the activities of the administrator within the Department and officials of other governmental agencies; provides administrative and secretarial support and related office services. A significant portion of the time, the Executive Assistant is responsible for relieving the administrator(s) of assigned administrative detail, carrying out assignments on his/her own initiative and obtaining facts on which decisions are made. Typical tasks include: researching confidential and sensitive departmental or program issues, databanks, developing, implementing, and maintaining computer-based management information systems for the administrator's office, maintaining the administrator's working schedule and calendar; tracking projects and requests assigned to programs, preparing and signing correspondence, establishing office procedures and operating systems, and reviewing materials submitted by programs for format, content, and grammar.

SALARY RANGE

$3072 - $3734 per month *(This salary does not reflect the pending increase of 7/1/06.)*

EXAMINATION DATES

Final Filing Date: **September 22, 2006**

It is anticipated that interviews will be held in November 2006.

FILING INSTRUCTIONS

All Examination Applications (STD 678) must be **POSTMARKED** no later than the final filing date in order to be considered for the examination. Applications postmarked after the final filing date will not be accepted for any reason. Applications not sent through the U.S. Postal Service (i.e., hand carried to the Human Resource Services Division) must be **RECEIVED BY 5:00 P.M. ON THE FINAL FILING DATE**. Use of EDD metered mail, including interoffice mail (e.g., red or gold bag), and faxed applications are prohibited. Submit examination applications DIRECTLY to:

MAILING ADDRESS:
Employment Development Department
Human Resource Services Div, MIC 54
Attention: Secretary Series Exam
P.O. Box 826880
Sacramento, CA 94280-0001

FILE IN PERSON ADDRESS:
Employment Development Department
Human Resource Services Division
Attention: Secretary Series Exam
751 N Street, 6th Floor Solar Building
Sacramento, CA 95814

NOTE: To gain access to the 6th Floor Solar Building, you must enter at 722 Capitol Mall and sign in at the security desk.

SEE PAGE 2 FOR ADDITIONAL INFORMATION

FILING INSTRUCTIONS (Continued)

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

NOTE: All applications must include "from" and "to" dates (month/day/year), time base, civil service class titles, and range. ("Range" is applicable to this examination; therefore, applications must reflect the breakdown of "from" and "to" dates for time spent in each range). **Applications received without this information may be rejected because of incomplete information.**

SPECIAL FILING INSTRUCTIONS

Departmental promotional examinations are also being administered for the classes of **SECRETARY and EXECUTIVE SECRETARY I**. Applicants who meet the minimum qualifications and wish to participate in one, two, or all three examinations may file one application for all examinations; however, submitted applications must include each specific class title for which the applicant wishes to participate. Applicants will be considered only for the examination(s)/specified class title(s) they indicate on their application.

COMPETITION LIMITED TO STATE EMPLOYEES

In order to take this examination, applicants must have a permanent civil service appointment by the final filing date with the EDD or ETP.

ELIGIBLE LIST INFORMATION

Separate departmental promotional eligibility lists will be established for the EDD and ETP. 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

NOTE: 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. 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.

Minimum Qualifications

EITHER I

One year of experience in the California state service performing secretarial duties at a level of responsibility not less than those of an Executive Secretary I or two years of secretarial experience in the California state service at a level of responsibility not less than Secretary or Office Technician.

OR II

One year of experience performing technical duties in the California state service in a class comparable in level of responsibility to Management Services Technician.

OR III

Four years of experience as a Secretary or Administrative Assistant outside of California state service of which at least one year must have been at the level of responsibility of Executive Secretary I or Management Services Technician or at least two years must have been at the level of responsibility of Secretary or Office Technician. (Up to two years of intensified secretarial training in an approved curriculum or college level course work in business, personnel or public administration may be substituted for the general outside experience on a year-for-year basis.)

ADDITIONAL DESIRABLE QUALIFICATIONS

Familiarity with microcomputers, personal computers, and/or video display terminals and their capabilities.

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EXAMINATION INFORMATION

This examination will consist of a Promotional Readiness Evaluation process weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained.

Structured Exercise – Candidates will be required to complete a written structured exercise preceding their oral interview.

Oral Interview – Candidates will be required to appear before a Qualifications Appraisal Panel (QAP) for an oral interview consisting of pre-determined, job-related questions.

The QAP will assign each candidate a final competitive score based on the information provided in the candidate's response to the structured exercise and their responses to the interview questions.

CANDIDATES WHO DO NOT APPEAR FOR THEIR SCHEDULED STRUCTURED EXERCISE AND/OR ORAL INTERVIEW WILL BE DISQUALIFIED FROM THE EXAMINATION PROCESS.

SCOPE

A. Knowledge of:

1. The principles and methods of public and business administration.
2. Office management principles, methods, and procedures.
3. Good personnel and fiscal management practices.
4. The organization's relationship with other governmental entities.
5. The administrator's responsibilities with regard to the organization's programs.
6. The functions, programs, and operations in the administrator's area of responsibility.

B. Ability to:

1. Type at a speed of 45 words per minute to effectively complete work assignments, type correspondence, transcribe minutes, etc.
2. Think clearly and analyze problems of organization and management and take effective action.
3. Handle sensitive material and confidential assignments with tact and diplomacy.
4. Work under pressure and time constraints.
5. Multitask and handle changing priorities.
6. Establish and maintain cooperative working relationships.
7. Communicate effectively with staff, the public, and governmental staff and officials, over the phone or in person.
8. Handle with courtesy and professionalism a wide variety of internal and external customers.

INQUIRIES ABOUT THIS EXAMINATION

The EDD encourages all potential applicants to read this entire bulletin. Please refer to page 4 of this bulletin for additional examination information. All inquiries about this examination should be directed to Angie Yee at (916) 654-9131. In addition, examination information can also be obtained on the internet at www.edd.ca.gov.

Exam Hotline

The EDD maintains a 24-hour recorded Automated Call Processing System. This system, which is updated weekly, provides information on upcoming final filing dates for EDD's open and promotional examinations. To access this system from a touch tone telephone, call (916) 654-6869.

SEE PAGE 4 FOR ADDITIONAL INFORMATION

GENERAL INFORMATION

THE EMPLOYMENT DEVELOPMENT DEPARTMENT reserves the right to revise the examination plan to better meet the needs of the service if the circumstances change under which this examination was planned. Such revision will be in accordance with civil service laws and rules and all candidates will be notified.

IT IS THE CANDIDATE'S RESPONSIBILITY to contact the Employment Development Department, Human Resource Services Division, (916) 654-6869, three weeks after filing his/her application if he/she has not received a Receipt of Application notice.

EXAMINATION APPLICATIONS (STD 678) are available at local offices of the Employment Development Department, at the State Personnel Board, and on the Internet at www.spb.ca.gov/jobsgen/app.htm.

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

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

IF A CANDIDATE'S NOTICE of oral interview 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.

INTERVIEW SCOPE: If an interview is conducted, in addition to the SCOPE described on this bulletin, the Qualifications Appraisal Panel may 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.

ELIGIBLE LISTS: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open eligible list. 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. In the case of continuous testing examinations, names are merged into the appropriate eligible lists in order of final test scores regardless of the date of the test and the resulting eligible lists will be used only to fill vacancies in the area shown on the bulletin.

PROMOTIONAL EXAMINATIONS ONLY: Veterans Preference Points are not granted in promotional examinations. 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 examination. These rules may be reviewed at the EDD's Human Resource Services Division or at the Information Counter of State Personnel Board 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 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.

EMPLOYMENT DEVELOPMENT DEPARTMENT
Human Resource Services Division, MIC 54
P.O. Box 826880
Sacramento, CA 94280-0001
Telephone/Exam Hotline: (916) 654-6869
Website: www.edd.ca.gov

California Relay Service for Hearing Impaired:
From TDD Phone: (800) 735-2929
From Voice Phone: (800) 735-2922

TDD is a Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device.