



## **EXECUTIVE SECRETARY I DEPARTMENTAL PROMOTIONAL EXAMINATION – SPOT (For EDD Employees Only)**

**Testing Department:** Employment Development Department  
**Bulletin Release Date:** Tuesday, April 02, 2013  
**FINAL FILING DATE:** Monday, April 15, 2013  
**Salary:** \$3,020 - \$3,672 per month

### **POSITION DESCRIPTION**

Under direction of the Chief Deputy Director, the Executive Secretary performs more complex clerical duties, performs minor administrative assignments independently, composes correspondence on a wide range of subjects requiring a thorough knowledge of the procedures and policies of the office. Independently drafts letters or reports to relieve the Chief Deputy Director on a variety of administrative and office details.

Communicates effectively with the Chief Deputy Directors and Executives to understand and carry out directions. Analyze situations accurately and take effective action. Screens telephone calls, reviews and routes incoming correspondence for distribution to the Chief Deputy Director and other branch offices. Reviews outgoing correspondence prepared by other staff for the Chief Deputy Director's signature for consistency with administrative policy. Greets visitors, schedules meetings, maintains Chief Deputy Director's calendar and coordinates travel arrangements. Handles a wide variety of public contact on the phone.

**One position exists in Sacramento.**

### **WHO SHOULD APPLY**

Applicants who meet the minimum qualifications as stated on this bulletin may apply for this examination.

This is a **DEPARTMENTAL PROMOTIONAL** examination for the **Employment Development Department (EDD)**. Competition is limited to:

1. Employees who have a permanent civil service appointment with the EDD by final filing date; or
2. Current or former employees of the Legislature with two or more years as defined in the Government Code 18990; or
3. Current or former non-elected exempt employees of the Executive Branch with two or more consecutive years as defined by Government code 18992; or
4. 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 18991. Applicants under item 4 must submit form DD214 along with their standard state application (STD. 678) for entrance requirements. Veterans' preference points will not be granted in promotional examinations.

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## WHO SHOULD APPLY (CONTINUED)

For applicants under items 2, 3, or 4 above, if promotional examinations are given by more than one department for the same classification, the applicant must select one department in which to compete. Refer to the General Information, Promotional Examinations Only section of this bulletin for other eligibility requirements. Under certain circumstances, former EDD employees may be allowed to compete under the provision of Rule 235.

## MINIMUM QUALIFICATIONS

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

### Either I

In the California state service, one year of experience performing secretarial duties at a level of responsibility not less than that of Secretary.

### Or II

Three years of experience in clerical work at least one year of which shall have been in a responsible secretarial position performing a variety of difficult secretarial work. (Experience in California state service applied toward the special one-year requirement must be in a class with a level of responsibility not less than that of Office Technician.) [Academic education above the twelfth grade may be substituted for one year of the required general experience on the basis of either (a) one year of general education being equivalent to three months of experience; or (b) one year of education of a business or commercial nature being equivalent to six months of experience. Students who are enrolled in the last semester or its equivalent of course work, which upon completion will fulfill these requirements, will be admitted to the examination, but they must submit evidence of completion before they can be considered for appointment.]

## PROOF OF EDUCATION

Applicants qualifying under ANY pattern of the Minimum Qualifications requiring Education must submit evidence/proof of completion of the education requirement with their Examination Application. The proof provided must be copies of college transcripts or a diploma. You may email an electronic copy of proof of education to [EDDExaminations@edd.ca.gov](mailto:EDDExaminations@edd.ca.gov). Please list the examination title in the subject line or mail to the address listed below.

**NOTE:** If submitting proof of education via U.S. mail, please clearly mark your transcripts with your name and the exam for which you are applying.

## FOREIGN DEGREES

Applicants with foreign degrees must provide an official foreign transcript evaluation that indicates that his/her foreign course work is equivalent to a degree from an accredited U.S. college or university. EDD accepts foreign transcript evaluations that are completed by one of the agencies approved by the California Commission on Teacher Credentialing. Agencies accredited by the Commission for Foreign Transcription Evaluation may be found on the Commission's website: [www.ctc.ca.gov](http://www.ctc.ca.gov).

**NOTE:** All documents submitted become the property of the EDD. Do not submit original documents with the examination application.

## ADDITIONAL DESIREABLE QUALIFICATIONS

Education equivalent to completion of the twelfth grade; ability to take dictation at 110 words per minute.

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## FILING INSTRUCTIONS

Examination Applications (STD. 678) are available at the California Department of Human Resources Careers page at <http://jobs.ca.gov/pdf/std678.pdf>.

All Examination Applications must be POSTMARKED no later than the final filing date in order to be considered for the examination. 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, interoffice mail (e.g., red or gold bag), and faxed applications are prohibited. Submit applications directly to:

**MAILING ADDRESS:**

Employment Development Department  
Human Resource Services Division, MIC 54  
Attention: **Executive Secretary I**  
P.O. Box 826880  
Sacramento, CA 94280-0001

**FILE IN-PERSON ADDRESS:**

Employment Development Department  
Human Resource Services Division, MIC 54  
Attention: **Executive Secretary I**  
751 N Street, 6th Floor Solar Building  
Sacramento, CA 95814

**NOTE:** All Applications MUST include a current, valid email address as examination material may be sent via e-mail, e.g., examination notices, access to examination material, etc. It is the candidate's responsibility to ensure the email address listed on their application is current and valid. Failure to provide a current and valid email address may result in non-receipt of exam information in a timely manner which could result in disqualification from the examination.

Applications must also contain the following information: "to" and "from" dates (month/day/year) of employment, time base, civil service class title(s), and range, if applicable. In addition, college course information MUST include: title, semester or quarter credits, name of institution, completion dates, and degree (if applicable). Applications received without this information may be rejected.

## SPECIAL TESTING ARRANGEMENTS

If you need an accessible test location, an interpreter, or other special testing arrangements because of a disabling condition or your religious beliefs, please complete question 2 and/or 3 on page 1 of the Examination Application (STD 678). You will be contacted and necessary arrangements will be made.

## EXAMINATION INFORMATION

This examination will consist of a **Qualifications Assessment** weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained.

### QUALIFICATIONS ASSESSMENT – WEIGHTED 100%

It is anticipated that candidates who meet the minimum qualifications for this exam will be sent an email the week of **Monday, May 06, 2013** to the e-mail address provided on their application, which will contain a link to access the Qualifications Assessment to complete. **It is the candidate's responsibility** to contact the Human Resource Services Division at [EDDExaminations@edd.ca.gov](mailto:EDDExaminations@edd.ca.gov) if they have not received an email by **Thursday, May 09, 2013**. Please monitor your e-mail account's SPAM, Junk, Bulk, etc. folder(s) as the examination e-mail may be filtered depending on their specific account settings.

**COMPETITORS WHO DO NOT COMPLETE THE QUALIFICATIONS ASSESSMENT OR DO NOT SUBMIT IT BY THE DUE DATE WILL BE DISQUALIFIED FROM THE EXAMINATION PROCESS.**

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## EXAMINATION INFORMATION (CONTINUED)

**NOTE:** If conditions warrant, this exam process may utilize an evaluation of each candidate's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care in accurately and thoroughly completing his/her application.

List all experience relevant to the "Minimum Qualifications" section shown on this bulletin, including a complete list of any paid and/or volunteer part-time, full-time, and/or military service work experience, regardless of the duration.

## SCOPE OF THE EXAMINATION

### A. KNOWLEDGE OF:

1. Modern office methods, supplies and equipment.
2. Business English and correspondence.

### B. ABILITY TO:

1. Read and write English at a level required for successful job performance.
2. Type at 40 words per minute.
3. Perform difficult clerical work.
4. Make clear and comprehensive reports and keep difficult records.
5. Prepare correspondence independently.
6. Communicate effectively.
7. Meet and deal tactfully with the public.
8. Direct the work of others.

## ELIGIBLE LIST INFORMATION

A **DEPARTMENTAL PROMOTIONAL** eligible list will be established for the Employment Development Department. Eligibility expires **12** months after it is established unless the needs of the services and conditions of list warrant a change in this period.

## VETERANS' PREFERENCE

Veterans' Preference credits will not be granted in the examination as it does not meet the requirements to qualify for Veterans' Preference credit.

## CAREER CREDITS

Career Credits will not be added to the final score of this examination.

## CONTACT INFORMATION

The EDD encourages all potential applicants to read this entire bulletin. All inquiries about this examination should be directed to [EDDExaminations@edd.ca.gov](mailto:EDDExaminations@edd.ca.gov). Please include the examination title, **EXECUTIVE SECRETARY I**, in the subject line. Also, you may contact the Exam Hotline at (916) 654-6869.

## EQUAL EMPLOYMENT OPPORTUNITY

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.

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**DRUG FREE STATEMENT**

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.

## GENERAL INFORMATION

**THE EMPLOYMENT DEVELOPMENT DEPARTMENT (EDD)** 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 at (916) 654-6869, three weeks after the FINAL FILING DATE if he/she has not received a notice via email or U.S. mail.

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 examination, and all candidates who pass will be ranked according to their scores.

**EXAM APPLICATIONS (STD 678)** are available on the Internet at <http://jobs.ca.gov/pdf/std678.pdf>

**GENERAL QUALIFICATIONS:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, an ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class.

**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) multi-departmental 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 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 examination scores regardless of the date of the examination 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 those applicants who meet one of the criteria listed on page 1 of this bulletin. 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 examinations. These rules may be reviewed at the EDD's Human Resource Services Division, at the California Department of Human Resources, and on the Internet at [www.jobs.ca.gov](http://www.jobs.ca.gov)

**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](http://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.*