



RESEARCH ANALYST II (GENERAL) DEPARTMENTAL PROMOTIONAL EXAMINATION STATEWIDE

(For EDD Employees Only)

Testing Department: Employment Development Department

Bulletin Release Date: Friday, May 31, 2013

FINAL FILING DATE: Friday, June 14, 2013

Salary: \$4,619 - \$5,616 per month

POSITION DESCRIPTION

The Research Analyst II (General) (RA II) is the highest-level class of the Research Analyst series. Under general direction of a Research Manager or Staff Services Manager, RA IIs perform a variety of tasks including the more independent, responsible, varied and complex technical research and statistical work in a variety of fields. Specifically, RA IIs may apply statistical methodologies for forecasting, and independently employ research methods to design and conduct research projects. These projects usually require extensive use of computers, visual graphics displays, and often require use of software such as Excel or Access or statistical programs such as SPSS or SAS. RA IIs also prepare formal research and the results to a variety of audiences such as other staff, department customers, and community stakeholders. They may also provide consultative advice to various governmental entities, local agencies, and employers. In doing so, RA IIs must be able to employ tact and good judgment and be relied upon to accurately convey information while conforming to standards of confidentiality. RA IIs must be able to analyze problems, develop solutions, and recommend optional courses of action. RA IIs may work on teams or independently to accomplish assignments. Within teams they may have lead responsibilities or the primary responsibility for a major project or research-related activity.

POSITIONS EXIST STATEWIDE WITH THE EMPLOYMENT DEVELOPMENT DEPARTMENT.

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

Exam Code: 3HR13 LQ10-5731

WHO SHOULD APPLY (CONTINUED)

standard state application (STD. 678) for entrance requirements. Veterans' preference points will not be granted in promotional examinations.

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

Experience: At least one year of pertinent research experience appropriate to the parenthetical specialty performing the duties of a class with a level of responsibility equivalent to Research Analyst I, Range C. (Applicants who have completed six months of service performing the duties as specified above will be admitted to the examination but they must satisfactorily complete one year of this experience before they can be eligible for appointment.)

OR II

Experience: Three years of progressively responsible technical experience in a research program appropriate to the parenthetical specialty including two years above the trainee level engaged in the collection, compilation, analysis and interpretation of data. (Experience in the California state service applied toward this pattern must include at least one year of research experience appropriate to the parenthetical specialty performing the duties of a class with a level of responsibility equivalent to Research Analyst I, Range C.) (A Master's Degree in Economics, Psychology, Sociology, Demography, Geography, or a related research-oriented field may be substituted for one year of the required experience. A doctoral degree in the same areas may be substituted for two years of the required experience.)

AND

Education: Equivalent to graduation from college with any major but with extensive course work in an area appropriate to the parenthetical specialty, such as economics, psychology, sociology, demography, geography, anthropology, statistics, or a related research-oriented field. This must include or be supplemented by at least one course in statistical methods.

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 and a diploma; if you submit a copy of your transcripts you must also submit a copy of your diploma. You may email an electronic copy of proof of education to 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. All documents submitted become the property of the EDD. Do not submit original diplomas with the examination application.

SPECIAL REQUIREMENTS

Ability to analyze problems accurately, develop appropriate solutions, and recommend effective optional course of action; identify improvements and to originate and develop new solutions which depart from traditional and existing patterns; assume increased responsibility; flexibility; work effectively with others.

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: **Research Analyst II (General)**
P.O. Box 826880
Sacramento, CA 94280-0001

FILE IN-PERSON ADDRESS:

Employment Development Department
Human Resource Services Division, MIC 54
Attention: **Research Analyst II (General)**
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, July 08, 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 if they have not received an email by **Friday, July 12, 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.

SCOPE OF THE EXAMINATION

A. KNOWLEDGE OF:

1. Research methods and techniques including planning studies and investigations, designing and conducting surveys, statistical procedures, general principles, structured program evaluation, and the concepts and terminology used in research and decision-making.
2. Designing and implementing research-related projects.
3. Departmental policies and procedures.
4. Automation techniques as they apply to research activities.
5. Customer service principles and techniques.

B. ABILITY TO:

1. Gather, compile, analyze, and interpret data.
2. Prepare, interpret, and present completed research and statistical reports.
3. Develop and evaluate appropriate alternatives and solutions.
4. Develop research questions.
5. Develop surveys and other data gathering instruments to answer research questions.
6. Analyze qualitative and quantitative data regarding economic conditions, employment, and ongoing programs and special projects.
7. Communicate effectively.
8. Reason logically and creatively and use a variety of analytical techniques to resolve or recommend solutions or policy directions related to complex employment and economic issues and how they effect State and local decision making.
9. Consult with and advise administrators or other interested parties on a wide spectrum of subject matters.
10. Work cooperatively with others.
11. Work independently, and work as a team member.
12. Use automated research tools such as personal computers and related software, and mainframe applications.
13. Use appropriate software in research projects.

ELIGIBLE LIST INFORMATION

A **DEPARTMENTAL PROMOTIONAL** eligible list will be established for the Employment Development Department. Eligibility expires **24** months after it is established unless the needs of the services and conditions of list warrant a change in this period.

COMPETITORS MAY COMPETE ONLY ONCE IN ANY CONSECUTIVE 24-MONTH 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. Please include the examination title, **Research Analyst II (General)**, 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.

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

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.