



**EXECUTIVE ASSISTANT  
DEPARTMENTAL PROMOTIONAL**

**FINAL FILING DATE: September 25, 2014**

"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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| <b>WHO MAY APPLY</b>                                  | <p>This is a departmental promotional examination for the Department of Rehabilitation.</p> <ol style="list-style-type: none"> <li>Applicants must have a permanent civil service appointment with the Department of Rehabilitation as of the final filing date in order to participate in this examination; or</li> <li>Must be a current or former employee of the Legislature for two or more years as defined in Government Code 18990; or</li> <li>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 18992; or</li> </ol> <p>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 18991.</p>   |
| <b>HOW TO APPLY</b>                                   | <p>Applications (STD 678, Rev.12/01) must be <b>RECEIVED AND/OR POSTMARKED</b> no later than the final filing date. <b>FAXED OR EMAILED APPLICATIONS WILL NOT BE ACCEPTED.</b> Applications postmarked <b>AFTER THE FINAL FILING DATE</b> and personally delivered and/or received via inter-office mail <b>AFTER 5:00 P.M. ON THE FINAL FILING DATE WILL NOT BE ACCEPTED FOR ANY REASON. THE EXAMINATION TITLE <u>MUST</u> BE INDICATED ON THE APPLICATION.</b></p> <p><b>FILE BY MAIL OR IN PERSON AT:</b></p> <p style="text-align: right;">Department of Rehabilitation<br/>Selection Services Unit<br/>721 Capitol Mall<br/>Sacramento, CA 95814<br/>Attn: Trinie Flaggs</p> <p>Applications are available at the local offices of the Employment Development Department, the California Department of Human Resources offices or web site <a href="http://www.calhr.ca.gov">www.calhr.ca.gov</a> or the Department of Rehabilitation's web site at <a href="http://www.dor.ca.gov">www.dor.ca.gov</a>. <b>SUBMIT APPLICATIONS ONLY TO THE ADDRESS INDICATED ABOVE. DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD OR DEPARTMENT OF REHABILITATION FIELD OFFICES.</b></p>   |
| <b>SPECIAL TESTING ARRANGEMENTS</b>                   | <p>If you have a disability and need special testing arrangements, mark the appropriate box in Item #2 of the "Examination and/or Employment Application." You will be contacted to make specific arrangements.</p>   |
| <b>QUALIFICATIONS APPRAISAL INTERVIEW</b>             | <p>It is anticipated that interviews will be held during <b>November/December 2014.</b></p>   |
| <b>SALARY RANGE(S)</b>                                | <p><b>\$3354-\$4198/MONTHLY</b></p>   |
| <b>REQUIRED IDENTIFICATION</b>                        | <p>Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.</p>   |
| <b>REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION</b> | <p>All applicants must meet the education and/or experience requirements for this examination by the final filing date. Your signature on your application indicates that you read, understand, and possess the minimum qualifications required.</p> <p>All applications submitted must include: "to" and "from" dates (month/day/year), time base, civil service or private sector titles, and the duties performed. <b>Applications received without this information will be rejected.</b></p>   |
| <b>MINIMUM QUALIFICATIONS</b>                         | <p style="text-align: center;"><b>Either I</b></p> <p>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.</p> <p style="text-align: center;"><b>Or II</b></p> <p>One year of experience performing technical duties in the California state service in a class comparable in level of responsibility to Management Services Technician.</p> <p style="text-align: center;"><b>Or III</b></p> <p>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.)</p> |
| <b>POSITION DESCRIPTION</b>                           | <p>Under direction of a high level administrator, the Executive Assistant provides staff assistance on sensitive departmental or program issues, administrative assistance and secretarial support, office management and acts as lead over subordinate staff. The Executive Assistant also researches confidential and sensitive departmental or program issues using microcomputers and/or personal computers; accesses, inputs, revises and extends information contained in databases; screens, redirects and/or responds to telephone calls, written inquiries and other high level contacts on behalf of the Administrator; maintains the Administrator's working schedule and calendar; follows up on projects and requests assigned to programs; reviews materials delegated by the administrator that are submitted by programs for format, content and grammar; prepares and signs correspondence in the absence of the Administrator; prepares travel arrangements including travel expense claims; assistance to subordinate staff and provides and/or directs the typing and secretarial support services for the Administrator, other staff and office services; and does other related work.</p>   |

**EXAMINATION  
INFORMATION**

This examination will consist of a Qualifications Appraisal Interview. The interview will include a number of pre-determined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70 must be attained. **CANDIDATES WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

**QUALIFICATIONS APPRAISAL INTERVIEW - WEIGHTED 100%**

**SCOPE:**

**A. KNOWLEDGE OF:**

1. Principles and methods of public and business administration
2. Office management principles
3. Office methods and procedures
4. Good personnel and fiscal management practices
5. Proper grammar techniques and spelling
6. Organization's relationship with other governmental entities
7. Administrator's responsibilities with regard to the organization's programs
8. Function's programs and operations in the Administrator's area of responsibility
9. Principles and practices of taking on a lead role
10. Department's Affirmative Action Program objectives
11. Supervisor's role in the Affirmative Action Program and the processes available to meet affirmative action objectives

**B. ABILITY TO:**

1. Think clearly and analyze problems of organization and management and take effective action
2. Handle sensitive and confidential assignments with tact and diplomacy
3. Work under pressure and time constraints
4. Handle changing priorities
5. Establish and maintain cooperative working relationships
6. Communicate effectively in person and on the telephone
7. Ability to provide customer service and assistance under complex situations
8. Type at a speed of 45 words per minute
9. Supervise the work of others
10. Effectively contribute to the department's affirmative action objectives

If conditions warrant, this examination may utilize an evaluation of each candidate's education and experience compared to a standard developed from the class specification. The panel will be competitively evaluating your application and resume to give you a score. **For this reason, it is especially important that each candidate take special care in accurately and completely filling out the application.** List all experience relevant to the Requirements for Admittance to the Examination, position description, and **SCOPE** shown on this announcement. Supplementary information will be accepted, but read the Requirements for Admittance to the Examination, position description, and **SCOPE** carefully to see what kind of information will be useful to the staff doing the evaluation.

**ELIGIBLE LIST  
INFORMATION**

A departmental promotional list will be established for the Department of Rehabilitation. The list will be abolished twelve (12) months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

**CAREER CREDITS**

Career credits are not granted in promotional examinations.

**VETERANS POINTS**

Veteran's preference points are not granted in promotional examinations.

**GENERAL INFORMATION**

**To learn more** about the Department of Rehabilitation (e.g., how to prepare for a civil service examination, information regarding the Americans with Disabilities Act, the Limited Examination & Appointment Program (LEAP), office locations, etc.) log on to [www.dor.ca.gov](http://www.dor.ca.gov).

**It is the candidate's responsibility** to contact the Department of Rehabilitation's Examination Unit in Sacramento at (916) 558-5545 three weeks after the final filing date if he/she has not received a progress report.

**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.

**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. All candidates who pass will be ranked according to their scores.

**The Department of Rehabilitation** 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 candidates will be notified.

**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. 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.

**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 provision 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 departmental personnel offices or at the State Personnel Board.

**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 classification.

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.

TTY is Telecommunications Device for the Deaf or Hearing Impaired and is reachable only from phones equipped with a TTY Device.

DEPARTMENT OF REHABILITATION  
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TTY: 711 (NATIONAL RELAY SERVICE)