



CALIFORNIA HORSE RACING BOARD

DEPARTMENTAL PROMOTION EXAMINATION FOR ASSOCIATE GOVERNMENTAL PROGRAM ANALYST

Visit our Website at www.chrb.ca.gov

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.

MONTHLY SALARY \$4400.00 - \$5348.00

FINAL FILE DATE August 23, 2013

APPLICATIONS (FORM 678) MUST BE POSTMARKED no later than the final filing date. Applications postmarked after the final filing date will not be accepted for any reason.

HOW AND WHERE TO APPLY **State Application, standard form 678, may be filed in person or by mail ONLY to:**

**WENDY MATSUDA
CALIFORNIA HORSE RACING BOARD
1010 HURLEY WAY, SUITE 300
Sacramento, CA 95825
(916) 263-6049**

REQUIREMENT INFORMATION

All applications must have original signatures in order to be considered for this examination.

Applicants must meet one of the following criteria in order to participate in this examination:

1. Must have a permanent civil service appointment with the testing department as of the final filing date in order to take this examination; or
2. Must meet the provisions of the State Personnel Rules 234, 235, or 235.2; or
3. Must be a current or former employee with the Legislature for two or more years as defined in Government Code 18990; or
4. 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
5. Must be a person retired from the United States military, honorable discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code 18991.

NOTE: For applicants under 3, 4, or 5, if promotional examinations are given by more than one department for the same classification, the applicant must select one department in which to compete.

Persons applying using Veterans experience must submit a copy of their DD214 with their Standard State Application (STD. 678)

All applicants must meet the education and/or experience requirements for this examination by the final filing date. Applicants who are within six months of satisfying the experience requirement for this class will be admitted to the examination, but they must fully meet the experience requirement before being eligible for appointment.

If you have a disability and need special testing arrangements, mark the appropriate box in number 2 of the application and you will be contacted to make specific arrangements.

NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

EXAMINATION PLAN

Competitors will be required to complete self-assessment report of recent job achievements in specific areas which demonstrate their readiness for promotion. Supervisors will add comments and ratings for each factor.

CANDIDATES WHO DO NOT COMPLETE THE SELF-ASSESSMENT WILL BE ELIMINATED FROM THE EXAMINATION.

On your application or via an attachment, clearly indicate the names, titles, phone numbers, and present organizations of your supervisors during the last five years, giving dates with the most recent supervisor first.

Veterans' preference credit is not granted in promotional examinations.

This examination will consist of a promotional readiness interview. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview. It is anticipated the interview will be held in September/October.

ELIGIBLE LIST INFORMATION

A departmental promotional eligible list will be established for the California Horse Racing Board. The list will be abolished 24 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

THE POSITION

The Associate Governmental Program Analyst performs the more responsible, varied and complex technical analytical staff services work and continually provides consultative services to management or others. They may act as team leaders or coordinate the efforts of representatives of various governmental agencies on larger projects.

**MINIMUM
QUALIFICATIONS**

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", etc. 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 requirement.

Experience applicable to one of the following patterns may be combined on a proportional basis with experience applicable to the other patterns to meet the total experience requirements, provided that the combined qualifying experience totals at least 30 months. Education may not be used to reduce this 30 month limit.

Education: The following education is required when general experience is used to qualify at any level: equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.) AND

Either I

One year of experience performing the duties of a Staff Services Analyst, Range C.

Or II

Three years of professional analytical experience performing duties in one or a combination of the following or closely related areas: budgeting, management analysis, personnel, planning, program evaluation, or policy analysis.

(One year of graduate work in public or business administration, industrial relations, psychology, law, political science or a related field may be substituted for six months of the required nonsupervisory experience.)

Special Personal Requirements: Demonstrated ability to act independently, open-mindedness, flexibility and tact.

**SCOPE OF THE
EXAMINATION**

A. Knowledge of:

1. Principles, practices and trends of public and business administration, management and supportive staff services such as budgeting, personnel, and management analysis.
2. Government functions and organization.
3. Methods and techniques of effective conference leadership.

B. Ability to:

1. Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems.
2. Develop and evaluate alternatives.
3. Analyze data and present ideas and information effectively both orally and in writing.
4. Consult with and advise administrators or other interested parties on a wide variety of subject-matter areas.
5. Gain and maintain the confidence and cooperation of those contacted during the course of work.
6. Coordinate the work of others; act as a team or conference leader.
7. Appear before legislative and other committees.

GENERAL INFORMATION

For an examination without a written feature, it is the candidate's responsibility to contact the California Horse Racing Board at (916) 263-6049 three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview, EDA, or performance test fails to reach him/her prior to the day of the interview because of a verified postal error, he/she will be rescheduled on written request.

Applications are available at the California Human Resources (CalHR) website at www.calhr.ca.gov and the California Horse Racing Board (CHRB).

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. Your performance in the examination described in this bulletin will be compared with the performance of the others who take this test. All candidates who pass will be ranked according to their scores.

CalHR and/or the CHRB reserve the right to revise the examination plan to meet the need of the service more effectively if changes occur in the circumstances under which this examination was planned. Such revision will be in accordance with civil service laws and rules, and all competitors will be notified. Such as, if the candidate group is smaller than anticipated, the examination plan could be converted to an education and experience examination plan.

EXAMINATION LOCATIONS: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, qualification appraisal interviews are scheduled in Sacramento. However, locations of interview may be limited or extended as conditions warrant.

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 one to four years unless otherwise stated on the bulletin.

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. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

INTERVIEW SCOPE: If an interview is conducted, in addition to the scope described in this bulletin, the panel will 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.

HIGH SCHOOL EQUIVALENCE: Equivalence to completion of the twelfth grade may be demonstrated in any one of the following ways: (1) passing the General Educational Development (GED) test; (2) completing 12 semester units of college-level work; (3) receiving 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 classes, substitution of business college work in place of high school on a year-for-year basis.