



# CALIFORNIA HORSE RACING BOARD

## DEPARTMENTAL PROMOTION

### EXAMINATION FOR

## BUSINESS SERVICE OFFICER I (SPECIALIST)

Visit our Website at [www.chrb.ca.gov](http://www.chrb.ca.gov)

THE STATE OF CALIFORNIA IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF AGE, ANCESTRY, COLOR, DISABILITY (mental and physical), EXERCISING THE RIGHT TO FAMILY CARE AND MEDICAL LEAVE, GENDER, GENDER EXPRESSION, GENDER IDENTITY, GENETIC INFORMATION, MARITAL STATUS, MEDICAL CONDITION, MILITARY OR VETERAN STATUS, NATIONAL ORIGIN, POLITICAL AFFILIATION, RACE RELIGIOUS CREED, SEX (includes pregnancy, childbirth, breastfeeding and related medical conditions), AND 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**                    **\$3731.00 - \$4671.00**

**FINAL FILE DATE**                    **MARCH 27, 2015**

**FILING/REQUIREMENT INFORMATION**                    ALL APPLICANTS MUST meet the education and/or experience requirements for this examination by the final file date. STATE APPLICATIONS (Form 678) must be POSTMARKED NO LATER THAN MARCH 27, 2015. Applications received after the final filing date will not be accepted for any reason. If you have a disability and need special testing arrangements, mark the appropriate box to question number 2 on the first page of the State Application (Form 678). You will be contacted to make specific arrangements.

**HOW AND WHERE TO APPLY**                    NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to the examination.

Applications may be submitted in person or by U.S. mail to:  
CALIFORNIA HORSE RACING BOARD  
WENDY MATSUDA  
1010 HURLEY WAY, SUITE 300  
SACRAMENTO, CA 95825  
(916) 263-6000

SUBMIT SIGNED STATE APPLICATIONS ONLY TO THE ADDRESS INDICATED ABOVE POSTMARKED NO LATER THAN MARCH 27, 2015.

**THE POSITION**                    Under general supervision, incumbents independently perform technical and analytical business service work of average difficulty in a variety of functions; assist in the performance of the more difficult and complex business service work; or are assigned responsibility for one or more functions of average difficulty. Functions of average difficulty are Purchasing, Facilities Management, Capitol Outlay and Telecommunications. (Analytical work of average difficulty is described as that which would otherwise be appropriate for a Staff Services Analyst.) Incumbents are nonsupervisory but may serve as lead over lower level staff.

**EXAMINATION PLAN**                    THIS EXAMINATION WILL CONSIST OF AN EDUCATION AND EXPERIENCE REVIEW WEIGHTED 100%. APPLICANTS WILL BE EVALUATED ONLY ON THE APPLICATION INFORMATION AND ANY ADDITIONAL INFORMATION SUBMITTED WITH THEIR APPLICATION. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. This is a promotional examination therefore veteran's preference and career credits do not apply.

**ELIGIBLE LIST INFORMATION**                    A department promotional eligible list will be established with a list life of 24 months. Eligibility on this list will expire after 24 months from the date the list is established unless the needs of the service and conditions of the list warrant a change in this period.

**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, II, III, 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.

Either I

One year of experience in the California state service performing duties comparable to those of a Business Service Assistant (Specialist), Range C, or of a Staff Services Analyst, Range B, in a business service assignment. (Applicants who have completed six months of service performing the duties listed above will be admitted to the examination but must satisfactorily complete one year of experience performing these duties before they can be considered eligible for appointment.)

Or II

Experience: One year of technical experience beyond the Trainee level in one or a combination of the following:

1. Equipment and supplies management including the preparation of purchase documents. or
2. Building management including lease negotiation and problem resolution. or
3. Telecommunications including landwire and radio/microwave.

[Experience in California state service applied toward this requirement must include one year performing the duties of a class at a level of responsibility equivalent to that of a Business Service Assistant (Specialist), Range C.] And Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

**SCOPE OF THE EXAMINATION**

Knowledge of:

- 1 English grammar and punctuation
- 2 Principles and practices of public administration
- 3 Financial record keeping
- 4 Office and automotive equipment and supplies
- 5 Bases for property values and the legal forms, procedures and requirements necessary in property transactions
- 6 Building management including office layout, lighting, heating and ventilation

B Ability to:

- 1 Communicate effectively
- 2 Learn rapidly
- 3 Follow directions
- 4 Analyze data accurately
- 5 Reason logically
- 6 Maintain the confidence and cooperation of those contacted during the course of work
- 7 Utilize good work habits
- 8 Write specifications and determine whether incoming materials, supplies and equipment meet the standards set up in these specifications
- 9 Utilize office and automotive equipment and supplies effectively and economically
- 10 Prepare rough sketches of proposed alterations, repairs to premises and estimate costs
- 11 Inspect miscellaneous properties and equipment and correctly report their condition and recommend replacements
- 12 Plan and direct the work of others
- 13 Successfully negotiate agreements for office space, equipment, supplies and services
- 14 Prepare budgetary data on such needs
- 15 Analyze situations and problems accurately and take an effective course of action

**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 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, local offices of the Employment Development Department, and the California Horse Racing Board offices. The State application can be found on-line at [www.jobs.ca.gov](http://www.jobs.ca.gov).

If you meet the requirements stated on this bulletin, you may take this competitive examination. 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.

The California Human Resources Office and/or the California Horse Racing Board 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.

**EXAMINATION LOCATIONS:** 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 promotion; (2) departmental promotion; (3) multidepartmental promotion; (4) servicewide promotion; (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.

**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.

**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.