



CALIFORNIA HORSE RACING BOARD (CHRB) EXAMINATION BULLETIN FOR Senior Personnel Specialist DEPARTMENT PROMOTIONAL EXAMINATION

Visit our Website at 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	Range A \$3731 - \$4671
FINAL FILE DATE	February 17, 2015
REQUIREMENT INFORMATION	<p>ALL APPLICANTS MUST meet the education and/or experience requirements for this examination by February 17, 2015, the final file date. Applications postmarked after the final file date will not be accepted.</p> <p>If you have a disability and need special testing arrangements, mark the appropriate box to question number two (2) on the first page of the Standard State Application (Form 678). You will be contacted to make specific arrangements.</p> <p>NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.</p>
HOW TO APPLY	<p>Applications may be filed in person or by mail to: Attn: WENDY MATSUDA CALIFORNIA HORSE RACING BOARD 1010 HURLEY WAY, SUITE 300 SACRAMENTO, CA 95825</p> <p>Submit applications only to the address indicated above. Applications (Form 678) are available at all California Horse Racing Board (CHRB) locations; on the California Human Resources Website at www.jobs.ca.gov; and any Employment Development Department office nearest you or call CHRB Human Resources at (916) 263-6049 and have one mailed to you.</p>
THE POSITION	<p>Incumbents in this class are distinguished from other classes by being regularly required to apply State laws and departmental and control agency rules and regulations, and bargaining unit provisions pertaining to a variety of personnel transactions in the areas of personnel record keeping, certification, payroll, and personnel documents processing and related personnel transactions functions. The predominant duties of the Personnel Specialist position will require a thorough and detailed knowledge of appropriate laws, rules, regulations, and contract language pertaining to personnel transactions. This position typically located in the headquarters or field personnel offices of a State department or major subdivision, the personnel office of a State institution, and the operating sections of the State Controller's Office. The CHRB Personnel Services is located in the headquarters office in Sacramento.</p> <p>This is the expert journey level of the Personnel Specialist series. Under general direction, incumbents serve as the expert staff resource responsible for the most difficult and complex personnel/payroll issues. A Senior Personnel Specialist researches critical personnel problems and recommends alternative solutions; develops and maintains specialized training programs; reviews various control agency letters, memos, and bargaining contract provisions, and develops/revises internal procedures as necessary; prepares management reports, spreadsheets, and charts; drafts correspondence; functions as a team member on personnel-related projects; are coordinators for a variety of personnel/payroll programs, e.g., Family Medical Leave Act, Workers' Compensation, and may act in a lead role over lower-level staff.</p>
DESIRABLE CHARACTERISTICS	Applicants should have familiarity with automated systems; good moral character; tact; good work ethic; persistence; and ability to maintain confidentiality.
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	<p>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% or the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.</p> <p>Either I One year of experience in the California state service performing the duties of a Personnel Specialist, Range D, or a Personnel Services Specialist II.</p>

**SCOPE OF
THE EXAMINATION**

- A. Knowledge of:
 - 1. Current office methods, procedures, equipment, and basic math principles.
 - 2. Laws, rules, regulations, and bargaining contract provisions affecting personnel record keeping, personnel transactions, payroll, and certification processes used in State departments.
- B. Ability to:
 - 1. Think logically, multitask, and apply laws, rules, regulations, and bargaining contract provisions concerning personnel transactions
 - 2. Independently interpret and use reference material
 - 3. Give and follow directions
 - 4. Gather data
 - 5. Design and prepare tables, spreadsheets, and charts
 - 6. Advise employees of their rights
 - 7. Consult with supervisors on alternative actions which they may take on various transaction situations
 - 8. Communicate effectively
 - 9. Operate a computer keyboard/terminal
 - 10. Establish and maintain cooperative working relations with those contacted during the course of the work
 - 11. Organize and prioritize work
 - 12. Create/draft correspondence
 - 13. Maintain personnel records
 - 14. Represent the department on intra/interdepartmental teams; coordinate a variety of personnel/payroll transactions
 - 15. Research critical transactions and recommend alternative solutions.

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.

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.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device.
The California Horse Racing Board utilizes the California Relay Service. The numbers available for use are
1-800-735-2929 (TT/TDD) and 1-800-735-2922 (VOICE).