



CALIFORNIA HORSE RACING BOARD

DEPARTMENT PROMOTIONAL EXAMINATION FOR SUPERVISING RACING LICENSE TECHNICIAN

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 \$3,012.00 - \$3,772.00

FINAL FILE DATE AUGUST 28, 2014

WHO MAY APPLY This is a Departmental Promotional 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, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code 18991.
6. 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.

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 AUGUST 28, 2014. 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.

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

HOW TO APPLY Applications may be filed in person or by U.S. Postal Service with:

WENDY MATSUDA
CALIFORNIA HORSE RACING BOARD
1010 HURLEY WAY, STE. 300
SACRAMENTO, CA 95825
(916) 263-6049

Submit applications only to the address indicated above.

THE POSITION This is the working supervisory level. Under general direction, incumbents perform such duties as training new employees; planning, organizing, and directing the work of a small regional licensing unit comprised of Racing License Technicians and seasonal clerical staff; acting as the expert staff resource responsible for consultation in the most complex and sensitive cases, such as licensing of racing associations contractors, concessionaires, multiple ownerships and syndications; establishing or revising procedures and methods to meet changing program needs; assisting with the development or revision of the computerized licensing program and procedures; may personally perform the most complex work; and to do other related work.

SPECIAL PERSONAL CHARACTERISTICS Incumbent must be willing to work irregular hours, and to travel on a regular basis to various locations throughout the State for extended periods of time.

EXAMINATION PLAN The examination will consist of a QUALIFICATION APPRAISAL INTERVIEW only, weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in the interview. Competitors who do not appear for the interview will be disqualified. It is anticipated that examination interviews will be held during September. Veteran's preference credit is not granted in promotional examinations.

ELIGIBLE LIST INFORMATION A department promotional list will be established. The 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", "Or II", "Or 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.

**MINIMUM QUALIFICATIONS
CONTINUED**

Either I

In the California State service, either (a) one year of experience performing the duties of a Racing License Technician II; or (b) eighteen months of experience performing the duties of a Racing License Technician I.

Or II

Experience: Three years of responsible clerical experience performing duties which provide familiarity with the licensing process, and the laws, rules, regulations, and policies governing the California Horse Racing Board. (Experience in the California State service applied toward this requirement must include at least one year in a class with a level of responsibility not less than that of a Racing License Technician II.) **AND**

Education: Either equivalent to completion of the twelfth grade; or completion of a business school curriculum; or completion of a clerical work experience training program such as those offered through the Manpower Development and Training Act. (One year of clerical work experience may be substituted for the required education.)

SCOPE OF THE EXAMINATION

- A. Knowledge of:
 - 1. Laws, rules, regulations and policies governing horse racing licensing.
 - 2. Policies and procedures pertaining to the review and processing of applications for horse racing licenses.
 - 3. Receiving, receipting, and depositing money.
 - 4. Purposes, organization and activities of the California Horse Racing Board.
 - 5. Modern office procedures.
 - 6. Principles of supervision and training.
- B. Ability to:
 - 1. Read and write English at a level required for successful job performance.
 - 2. Follow directions.
 - 3. Learn to interpret, apply and explain provisions of the Horse Racing Law in processing applications for licenses.
 - 4. Operate modern office equipment and apply office methods and procedures.
 - 5. Complete forms and documents, and make arithmetic calculations with speed and accuracy.
 - 6. Use tact and good judgment in dealing with the public.
 - 7. Supervise a small technical staff

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 Department of Human Resources (CalHR) Examination offices, local offices of the Employment Development Department, and the California Horse Racing Board. You can also access the State application on-line at www.jobs.ca.gov.

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.

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: 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, San Francisco, and Los Angeles. However, locations of interviews 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.

PROMOTIONAL EXAMINATIONS: Competition is limited to employees who have a permanent civil service appointment with the examining department and military veterans that meet all the minimum qualifications. Under certain circumstances, other employees may be allowed to compete under provisions of rules 234, 235, 235.2. State Personnel Board rules 233, 234, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at the State Personnel Board office or their website at www.spb.ca.gov.

VETERANS' PREFERENCE: Persons retired from the United States military or honorably discharged from active duty shall be eligible to complete in promotional examinations, including examinations for Career Executive Assignments (CEA), for which they meet the minimum qualifications as prescribed by the class specification. Persons receiving passing scores shall have their names placed on the promotional eligibility lists resulting from these examinations. In evaluating minimum qualifications, related military experience shall be considered State civil service experience in a class deemed comparable by CalHR, based on the duties and responsibilities assigned (Section 18991). In cases where promotional examinations are given by more than one department for the same classification, the veteran shall select one department for which to compete. Once this selection is made, it cannot be changed for the duration of the promotional list eligibility established from the examination in which the veteran participated. Employees may request a transfer of list eligibility between departments in the same manner as provided for civil service employees (Section 18991).

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)