



Release Date: May 21, 2008
Final Filing Date: June 4, 2008

CALIFORNIA PRISON INDUSTRY AUTHORITY

ACCOUNTANT I (SPECIALIST) 8PI21

PROMOTIONAL (FOR CALIFORNIA PRISON INDUSTRY AUTHORITY ONLY)

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, GENDER, 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 WORK PLACE ANY APPLICANT FOR 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.

POSITION (S) EXIST AT	PRISON INDUSTRY AUTHORITY CENTRAL OFFICE, FOLSOM, CA
WHO SHOULD APPLY	Applicants who meet the minimum qualifications (entrance requirements). This is a promotional examination. Applicants must have a permanent civil service appointment and be currently employed with the Prison Industry Authority as of the final filing date, in order to take the examination.
HOW TO APPLY	Applications (Form 678) are available, and must be filed by mail or in person, with the Prison Industry Authority, Examination Services Unit, 560 East Natoma Street, Folsom, CA 95630-2200 by the final filing date. <p style="text-align: center;">DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD</p>
FINAL FILING DATE	Applications (Form 678) must be POSTMARKED no later than JUNE 4, 2008 . Applications postmarked, personally delivered or received via interoffice mail after the final filing date will not be accepted for any reason.
QUALIFICATIONS APPRAISAL INTERVIEW	It is anticipated that interviews will be held during JUNE/JULY 2008 .
SALARY	\$2870 - \$3488
SPECIAL TESTING ARRANGEMENTS	If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.
ELIGIBLE LIST INFORMATION	A subdivisional promotional eligibility list will be established for the Prison Industry Authority. The list will be abolished 24 months after is established unless the needs of the service and conditions of the list warrant a change in this period.
POSITION DESCRIPTION	An Accountant I (Specialist) under direct supervision, to perform the more difficult semiprofessional accounting work in the establishment and maintenance of accounts and records for specialized agency activities, departmental systems, and for central fiscal control activities; maintenance of a segment of an accounting function for a State department (e.g., accounts receivable, accounts payable, cash disbursements); and to do other related work.
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination. Applicants must meet the education and/or experience requirements for this examination by the final filing date. All applications/resumes must include "to" and "from" employment dates (month/day/year), time-base, and official employment titles. Applications/resumes received without this information will be rejected.

MINIMUM QUALIFICATIONS	<p>Experience: One year of bookkeeping or accounting experience performing duties comparable in level to those of an Accounting Technician in the California state service. and</p> <p>Education: Completion of at least 12 semester hours of a professional accounting curriculum.</p> <p>“Professional accounting curriculum” means core accounting courses that are the required courses needed to obtain a certificate, Associate of Arts or Bachelors Degree in Accounting. Unacceptable courses are mathematics, statistics, data processing, bookkeeping, and marketing.</p> <p>NOTE: Applications must include the following information on all accounting, auditing, business law, and related courses completed: course title, semester or quarter credits, name of institution, and completion date. Evidence of completion of required course work must be attached to the application at the time of filing (i.e., copy of transcripts). Applications received without this information will be rejected.</p>
EXAMINATION INFORMATION	<p>This examination will consist of a qualifications appraisal interview. During the interview, competitors should be prepared to answer questions relating to areas shown under scope. 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.</p> <p style="text-align: center;">QUALIFICATIONS APPRAISAL – WEIGHTED 100%</p>
SCOPE	<p>A. Knowledge of:</p> <ol style="list-style-type: none"> 1. Principles and practices of financial record keeping. 2. Basic principles of accounting. 3. Office methods, procedures, and equipment. 4. Governmental accounting principles and procedures. <p>B. Ability to:</p> <ol style="list-style-type: none"> 1. Apply rules and regulations to specific cases. 2. Operate common office appliances used in financial record-keeping work. 3. Analyze and draw logical conclusions. 4. Dictate correspondence.
SPECIAL PERSONAL CHARACTERISTIC	<p>Ability to qualify for a fidelity bond.</p>
VETERANS' PREFERENCE/CAREER CREDITS	<p>Veterans' preference credits and career credits will not be granted in a promotional examination.</p>
EDUCATION AND EXPERIENCE	<p>If conditions warrant, this examination may utilize an evaluation of each candidate's experience and education compared to the standards developed from the class specification. For this reason, it is especially important that each candidate take special care in accurately and completely filling out his or her application. List all experience relevant to the “Requirements for Admittance to the Examination.” Supplementary information will be accepted, but read the “Requirements for Admittance to the Examination” and “Minimum Qualifications” carefully to see what kind of information will be useful to the staff doing the evaluation. In order to obtain a position on the eligible list, a minimum rating of 70% must be obtained.</p>
QUESTIONS?	<p>If you have any questions concerning this announcement, please contact the Prison Industry Authority, Examination Services Unit, 560 East Natoma Street, Folsom, CA 95630-2200 at (916) 358-2696.</p>

GENERAL INFORMATION

It is the candidate's responsibility to contact the Prison Industry Authority three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature, it is the candidate's responsibility to contact the Prison Industry Authority at (916) 358-2696 three weeks after the final filing date if he/she has not received a progress notice.

GENERAL INFORMATION
(continued)

If a candidate's notice of oral interview or performance test 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.

Applications are available at State Personnel Board offices, local offices of the Employment Development Department, Prison Industry Authority, and at www.pia.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 on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The Prison Industry Authority 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 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, oral interviews are scheduled in Folsom headquarter and correctional institutions throughout the State. 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) multi-departmental, 4) service-wide 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 from one to four years unless otherwise stated on this bulletin and under certain circumstances may be extended beyond that time.

Promotional Examinations Only: Competition is limited to employees who have civil service appointment. Under certain circumstances other employees may be allows to complete under provision of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2,and 237 contain provisions regarding civil services status and eligibility for promotional examinations.

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, an investigation may be made of employment records and personal history and fingerprinting may be required.

Policy Of Nondiscrimination On The Basis Of Disability And Equal Employment Opportunity Statement: The Prison Industry Authority does not discriminate on the basis of disability in employment or in the admission and access to its program or activities. The Equal Employment Opportunity Office has been designated to coordinate and carry out this agency's compliance with the nondiscrimination requirements to Title II of the Americans with Disabilities Act (ADA). Information concerning the provisions of the ADA, and the rights provided thereunder, is available from the ADA Coordinator at 560 East Natoma Street, Folsom, CA 95630-2200.

PRISON INDUSTRY AUTHORITY
560 EAST NATOMA STREET, FOLSOM, CA 95630-2200
CALIFORNIA RELAY (TELEPHONE) SERVICE FOR THE DEAF OR HEARING-IMPAIRED:
FROM TDD PHONES: 1-800-735-2929 FROM VOICE PHONES: 1-800-735-2922