

CALIFORNIA PRISON INDUSTRY AUTHORITY

**SENIOR ACCOUNTING OFFICER (SPECIALIST)
SENIOR ACCOUNTING OFFICER (SUPERVISOR)**

**9PI13-01
9PI13-02**

PROMOTIONAL FOR CALIFORNIA PRISON INDUSTRY AUTHORITY EMPLOYEES ONLY

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 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	CALIFORNIA PRISON INDUSTRY AUTHORITY - CENTRAL OFFICE, FOLSOM
WHO SHOULD APPLY	Applicants who meet the minimum qualifications (entrance requirements). This is a promotional examination. Applicants must have a permanent civil service appointment with the California Prison Industry Authority as of the final filing date, to participate in this examination <u>or</u> must be: 1) a current or former legislative employee meeting the criteria defined in Government Code (GC), Section 18990 <u>or</u> 2) an exempt employee meeting the criteria defined in GC, Section 18992 <u>or</u> 3) 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 GC, Section 18991. (If applicable, please submit a copy of your DD214 or other official discharge documents.) <i>If applying for both exams, you need only submit one application.</i>
HOW TO APPLY	Applications (Form 678) are available, and must be filed by mail or in person with the California Prison Industry Authority, Examination Unit, 560 East Natoma Street, Folsom, CA 95630-2200 by the final filing date. DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD
FINAL FILING DATE	Applications (Form 678) must be POSTMARKED no later than June 18, 2009 . 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 AUGUST/SEPTEMBER .
SALARY	Senior Accounting Officer (Specialist) \$4400-\$5348 Senior Accounting Officer (Supervisor) \$4622-\$5576
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 California Prison Industry Authority. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.
POSITION DESCRIPTION	<u>SENIOR ACCOUNTING OFFICER (SPECIALIST)</u> Incumbents in the classification of Senior Accounting Officer (Specialist), under general direction of an Accounting Administrator, independently perform the more difficult accounting duties, such as coordinating the implementation of accounting for new program/functions; reviewing proposals to change accounting procedures; preparing cash analysis reports for management; coordinating completion of year-end reports. Assignments at this level may involve responsibilities which impact the entire accounting operation and may be given broad discretion in the solution of problems. Incumbents are expected to possess a broad knowledge of the State's and CALPIA's accounting systems, as well as Generally Accepted Accounting Principles (GAAP). They may have considerable contact with the accounting administrators or the chief accounting officer for the department, departmental management, budget section, and State control agencies. Incumbents in this class have no supervisory responsibilities, but may serve as a lead for lower level accounting personnel.

POSITION DESCRIPTION (continued)	<p><u>SENIOR ACCOUNTING OFFICER (SUPERVISOR)</u></p> <p>Incumbents, under general direction, are responsible for the coordination and supervision of subordinate professional, technical and clerical accounting staff in the maintenance and reporting of accounting and/or fiscal activities.</p> <p>Incumbents in the classification of Senior Accounting Officer (Supervisor) are expected to possess a broad knowledge of the State's and CALPIA's accounting systems and Generally Accepted Accounting Principles (GAAP) and thus receive limited technical direction from their manager. They may have considerable contact with field units, EDP, budget section, auditors, program managers, control agencies, vendors, and "clients" of specialized programs administered by the department, local and/or Federal Government.</p>
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	<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 "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 requirements.</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. 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.</p>
MINIMUM QUALIFICATIONS	<p><u>SENIOR ACCOUNTING OFFICER (SPECIALIST)</u></p> <p style="text-align: center;">Either I</p> <p>One year of experience in the California state service performing the duties of a professional accounting class equivalent in level to Accounting Officer (Specialist) or Accounting Officer (Supervisor).</p> <p style="text-align: center;">Or II</p> <p>Experience: Three years of increasingly responsible professional accounting or auditing experience in a governmental or private setting. For at least one year, this responsibility must have included the reporting and analyses of accounts, records, funds and financial operations of the entity. [Experience in the California state service applied toward this requirement must include at least one year performing the duties of a class at a level of responsibility not less than that of Accounting Officer (Specialist) or Accounting Officer (Supervisor).]</p> <p style="text-align: center;">AND</p> <p style="text-align: center;">Education: Either I</p> <p>Equivalent to graduation from college, with specialization in accounting. (Registration as a Senior Student in a recognized institution will admit applicants into the examination, but they must produce evidence of successful completion of the curriculum and the prescribed courses before they may be considered eligible for appointment.)</p> <p style="text-align: center;">Or II</p> <p>Completion of a prescribed professional accounting curriculum given by a residence or correspondence school of accountancy, including courses in elementary and advanced accounting, auditing, cost accounting, and business law.</p>

**MINIMUM
QUALIFICATIONS
(continued)**

Or III

Completion of the equivalent of 19 semester hours of course work; 16 hours of which shall be professional accounting courses given by a collegiate-grade residence institution, including courses in elementary and advanced accounting, auditing, and cost accounting; and three semester hours of business law.

(Persons who will complete work requirements outlined under II and III above during the current quarter or semester will be admitted to the examination, but they must produce evidence of successful completion of the curriculum and the prescribed courses before they may be considered eligible for appointment.)

SENIOR ACCOUNTING OFFICER (SUPERVISOR)

Either I

One year of experience in the California State service performing the duties of a professional accounting class equivalent in level to Accounting Officer (Specialist) or Accounting Officer (Supervisor).

Or II

Experience: Three years of increasingly responsible professional accounting or auditing experience in a governmental or private setting. For at least one year, this responsibility must have been at a level equivalent to supervising a staff in the operation of a small or medium-sized accounting system. [Experience in the California state service applied toward this requirement must include at least one year performing the duties of a class at a level of responsibility not less than that of Accounting Officer (Supervisor).]

AND

Education: Either I

Equivalent to graduation from college, with specialization in accounting. (Registration as a Senior Student in a recognized institution will admit applicants into the examination, but they must produce evidence of successful completion of the curriculum and the prescribed courses before they may be considered eligible for appointment.)

Or II

Completion of a prescribed professional accounting curriculum given by a residence or correspondence school of accountancy, including courses in elementary and advanced accounting, auditing, cost accounting, and business law.

Or III

Completion of the equivalent of 19 semester hours of course work; 16 hours of which shall be professional accounting courses given by a collegiate-grade residence institution, including courses in elementary and advanced accounting, auditing, and cost accounting; and three semester hours of business law.

(Persons who will complete work requirements outlined under II and III above during the current quarter or semester will be admitted to the examination, but they must produce evidence of successful completion of the curriculum and the prescribed courses before they may be considered eligible for appointment.)

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>	<p>This examination will consist of a qualifications appraisal interview. During their 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>
<p>SCOPE</p>	<p><u>SENIOR ACCOUNTING OFFICER (SPECIALIST)</u></p> <p>A. Knowledge of:</p> <ol style="list-style-type: none"> 1. Accounting principles and procedures. 2. Governmental accounting and budgeting. 3. The uniform accounting system and financial organization and procedures of the State of California and related laws, rules, and regulations. 4. Principles of business management, including office methods and procedures. 5. Principles of public finance. 6. Business law. <p>B. Ability to:</p> <ol style="list-style-type: none"> 1. Apply accounting principles and procedures. 2. Analyze data and draw sound conclusions. 3. Analyze situations accurately and adopt an effective course of action. 4. Prepare clear, complete, and concise reports. 5. Make sound decisions and recommendations in regard to the professional accounting problems in maintaining control of a departmental budget. 6. Establish and maintain cooperative relations with those contacted in the work. 7. Communicate effectively. <p><u>SENIOR ACCOUNTING OFFICER (SUPERVISOR)</u></p> <p>A. Knowledge of:</p> <ol style="list-style-type: none"> 1. Accounting principles and procedures. 2. Governmental accounting and budgeting. 3. The uniform accounting system and financial organization and procedures of the State of California and related laws, rules, and regulations. 4. Principles of business management, including office methods and procedures. 5. Principles of public finance. 6. Business law. 7. Principles and techniques of personnel management and supervision. 8. Planning, organizing and directing the work of others. 9. The department's Equal Employment Opportunity program objectives. 10. A manager's role in the Equal Employment Opportunity program and the processes available to meet equal employment opportunity objectives. <p>B. Ability to:</p> <ol style="list-style-type: none"> 1. Apply accounting principles and procedures. 2. Analyze data and draw sound conclusions. 3. Analyze situations accurately and adopt an effective course of action. 4. Prepare clear, complete and concise reports. 5. Make sound decisions and recommendations in regard to the professional accounting problems in maintaining control of a departmental budget. 6. Establish and maintain cooperative relations with those contacted in the work. 7. Communicate effectively. 8. Plan, organize, and direct the work of others. 9. Effectively contribute to the department's Equal Employment Opportunity objectives.

EDUCATION AND EXPERIENCE	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 "Scope" carefully to see what kind of information will be useful to the staff doing the evaluation.
SPECIAL PERSONAL CHARACTERISTIC	Ability to qualify for a fidelity bond.
VETERANS' PREFERENCE/CAREER CREDITS	Veterans' preference credits and career credits are not granted in promotional examinations.

GENERAL INFORMATION

Questions If you have any questions concerning this announcement, please contact the California Prison Industry Authority (CALPIA), Examination Unit, 560 East Natoma Street, Folsom, CA 95630-2200 at (916) 358-2696.

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

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, and the Department noted on the front, and at www.pia.ca.gov

If you meet the requirements stated, 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 California 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 at Folsom headquarters 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.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work, 3) 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 accounting classes, substitution of business college work in place of high school on a year-for-year basis.

Policy of Nondiscrimination on the Basis of Disability and Equal Employment Opportunity Statement: The California 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.

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