



Release Date: December 23, 2013

Final Filing Date: January 13, 2014

CALIFORNIA PRISON INDUSTRY AUTHORITY

ACCOUNTING ANALYST 3PI21

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	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 and be currently employed with the California Prison Industry Authority as of the final filing date, in order to participate in this examination <u>or</u> must be: 1) 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.)
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 CALIFORNIA DEPARTMENT OF HUMAN RESOURCES (CALHR)
FINAL FILING DATE	Applications (Form 678) must be POSTMARKED no later than January 13, 2014 . Applications postmarked, personally delivered or received via interoffice mail after the final filing date will not be accepted for any reason.
EXAMINATION DATE	If necessary, it is anticipated that interviews will be held during February/March 2014.
SALARY	Range A \$3106 - \$3528 Range B \$3204 - \$3819 Range C \$3841 - \$4810
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	An Accounting Analyst performs analytical, forecasting, planning and/or advisory duties in the area of accounting. This is the first journey level class of the Accounting Analyst series requiring independence and proficiency in handling complex and difficult assignments.

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 date your application is signed. 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>EDUCATION REQUIREMENT:</u></p> <p style="text-align: center;">Either I</p> <p>Equivalent to graduation from college with a specialization in accounting. (Registration as a senior student in a recognized institution will admit applicants 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.)</p> <p style="text-align: center;">Or II</p> <p>Completion of the equivalent of 45 semester units given by a collegiate-grade residence or correspondence institution, of which 24 units must include courses in financial accounting, managerial accounting, first semester intermediate accounting and advanced accounting (or second semester intermediate accounting), fund/governmental accounting, cost accounting, auditing, business law, computer applications/management information systems. (Persons who will complete course work requirements 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.)</p> <p><u>NOTE: Applications must contain the following information on all accounting, auditing, business law, and related courses completed: 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 transcript.) Applications received without this information will be rejected.</u></p>
EXAMINATION INFORMATION	<p>This examination will consist of a qualifications appraisal interview weighted 100%. Competitors should be prepared to answer questions relating to the areas shown under “Scope.” In order to attain 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 Interview – Weighted 100%</p>
SCOPE	<p>In addition to evaluating the competitor’s relative abilities as demonstrated by length and breadth of experience, emphasis in the examining interview will be on measuring each competitor’s:</p> <p>A. Knowledge of:</p> <ol style="list-style-type: none"> 1. Accounting principles and procedures. 2. Governmental accounting and budgeting. 3. Principles of electronic data processing. 4. Principles of policy formulation. 5. Statistical methods. 6. Principles of finance. 7. Business law. 8. Principles of business management.

SCOPE (Continued)	B. Ability to: 1. Apply accounting principles and practices. 2. Analyze data and draw sound conclusions. 3. Analyze situations accurately and adopt an effective course of action. 4. Prepare clear, comprehensive, and concise reports. 5. Apply principles of finance and develop financial policy. 6. Apply statistical methods. 7. Analyze a variety of accounting data. 8. Identify trends, make projections, and draw conclusions. 9. Make sound decisions and recommendations with regard to accounting problems. 10. Work closely with operating managers to identify accounting office capabilities as they apply to a variety of program needs. 11. Establish and maintain cooperative relations with those contacted in the work. 12. Interpret and apply laws, rules, standards and procedures. 13. Communicate effectively.
SPECIAL PERSONAL CHARACTERISTIC	Ability to qualify for a fidelity bond.
ADDITIONAL DESIRABLE QUALIFICATIONS	Preferred additional education includes courses in statistics, business finance, mathematics, college composition, speech/oral communications and/or business composition.
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.
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 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 CALPIA 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 CALHR offices, local offices of the Employment Development Department, at CALPIA, 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 in 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.

CALPIA 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.

GENERAL INFORMATION
(Continued)

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.

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. Any limitation which restricts a person from safely performing the essential functions of the position may constitute the basis for removal of the candidate's name from the eligible list.

Background Investigation: If you are successful in this examination, you may be required to complete a background investigation form disclosing information on arrests and driving violations. Candidates will be fingerprinted to search fingerprint files to disclose any criminal record. The hiring agency will use this information to determine your suitability to become a CALPIA employee. Information collected for a background investigation is distinct from that required on the Examination Application (STD Form 678) which is completed prior to the examination. You will be required to divulge arrest and/or conviction information on the background investigation document that is not required when completing the Examination Application.

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: CALPIA 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