

CALIFORNIA PRISON INDUSTRY AUTHORITY

EXECUTIVE ASSISTANT 4PI04 DEPARTMENTAL PROMOTIONAL

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 WORKPLACE. 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 EXISTS IN	CALIFORNIA PRISON INDUSTRY AUTHORITY- CENTRAL OFFICE, FOLSOM, CA
WHO SHOULD APPLY	<p>THIS IS A PROMOTIONAL EXAM FOR THE CALIFORNIA PRISON INDUSTRY AUTHORITY.</p> <p>Applicants must have a permanent civil service appointment with the California Prison Industry Authority OR must be: 1) a current or former employee of the Legislature for two or more years as defined in Government Code § 18990; OR 2) a non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code § 18992; OR 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 Government Code § 18991. Under certain circumstances, other employees may be allowed to compete under provisions of Rules 234, 235 and 235.2.4. Are a person retired from the United States military, honorably discharged from active military duty with a service disability, or honorably discharged from active duty as defined in Government Code 18991, are permitted to participate in civil service promotional exams. All applicants must meet the education and/or experience requirements for this examination by February 14, 2014.</p> <p><u>NOTE: Applicants applying under Government Code § 18991 must provide documentation of retirement or honorable discharge from the United States Military.</u></p>
HOW TO APPLY	<p style="text-align: center;">FINAL FILING DATE: FEBRUARY 14, 2014</p> <p style="text-align: center;">DO NOT SEND APPLICATIONS TO THE CALIFORNINA DEPARTMENT OF HUMAN RESOURCES (CalHR)</p> <p>Applications (STD 678) are available at www.pia.ca.gov; www.calhr.ca.gov; or your local EDD Office. All applications must be filed by mail or in person, with the California Prison Industry Authority (CALPIA), Examination Unit, 560 East Natoma Street, Folsom, CA 95630-2200. <u>Faxed or e-mailed applications will not be accepted for any reason.</u></p> <p>Applications must include: employment history "from" and "to" dates (month/day/year), hours per week; title/job classification, and duties performed. Applications received without this information will be rejected. Resumes will not be accepted in lieu of a completed application (STD. 678) form.</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 "Scope" 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 rating of 70% must be obtained.</p>
QUALIFICATIONS APPRAISAL INTERVIEW	<p>It is anticipated that interviews will be held during <u>February/March</u> in Folsom California.</p>

SALARY RANGE	\$3288-\$4116
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 departmental promotional eligible list will be established for the California Prison Industry Authority (CALPIA). 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. Veterans' preference credit and Career Credits are not granted in promotional examinations.
POSITION DESCRIPTION	Under direction of the General Counsel, the Executive Assistant provides staff assistance on sensitive departmental or program issues; provides administrative assistance and secretarial support; provides office management, supervisory, and other staff and office services; as well as other related work. Positions exist only with the California Prison Industry Authority.
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	NOTE: It is your responsibility to make sure you meet the education and/or experience requirements stated on this announcement by the final filing date. Your signature on your application indicates that you have <u>read</u> , <u>understood</u> , and <u>possess</u> the basic qualifications required. Applications/resumes must include "to" and "from" dates (month/day/year), time base, civil service class title(s), and range (if applicable) for all work experience. College course information must include title, number of semester or quarter units, and name of institution, completion dates, and degree (if applicable). Applications/resumes received without this information will be rejected.
MINIMUM QUALIFICATIONS	MINIMUM QUALIFICATIONS: Qualifying experience may be combined on a proportionate basis if the following requirements include more than one pattern and are distinguished as either I, or II, or III, etc. Either I One year of experience in the California state service performing secretarial duties at a level of responsibility not less than those of an Executive Secretary I or two years of secretarial experience in the California state service at a level of responsibility not less than Secretary or Office Technician. Or II One year of experience performing technical duties in the California state service in a class comparable in level of responsibility to Management Services Technician. Or III Four years of experience as a Secretary or Administrative Assistant outside of California state service of which at least one year must have been at the level of responsibility of Executive Secretary I or Management Services Technician or at least two years must have been at the level of responsibility of Secretary or Office Technician. (Up to two years of intensified secretarial training in an approved curriculum or college level course work in business, personnel or public administration may be substituted for the general outside experience on a year-for-year basis.)
DEFINITION OF TERMS	"Performing duties comparable in level of responsibility..." For these requirements, the applicant must have State service experience of appropriate type and length in a class at the same (or higher) level of responsibility as the class specifies."
ADDITIONAL DESIRABLE QUALIFICATIONS	Familiarity with microcomputers, personal computers and/or video display terminals and their capabilities.
EXAMINATION INFORMATION	This examination will consist of a Qualifications Appraisal. The interview will include a number of predetermined job-related questions. 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. QUALIFICATIONS APPRAISAL INTERVIEW – WEIGHTED 100%

EXAMINATION SCOPE	<p>Knowledge of:</p> <ol style="list-style-type: none"> 1. The principles and methods of public and business administration 2. Office management principles, methods, and procedures 3. Good personnel and fiscal management practices 4. The organization's relationship with other governmental entities 5. The Administrator's responsibilities with regard to the organization's programs 6. The functions, programs, and operations in the Administrator's area of responsibility 7. The principles and practices of supervision 8. The Department's Equal Employment Opportunity objectives 9. A supervisor's role in the Equal Employment Opportunity and the processes available to meet employment opportunity objectives <p>Ability to:</p> <ol style="list-style-type: none"> 1. Think clearly and analyze problems of organization and management and take effective action 2. Handle sensitive and confidential assignments with tact and diplomacy 3. Work under pressure and time constraints 4. Handle changing priorities 5. Establish and maintain cooperative working relationships 6. Communicate effectively 7. Type at a speed of 45 words per minute 8. Supervise the work of others 9. Effectively contribute to the Department's Equal Employment Opportunity objectives
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.

GENERAL INFORMATION

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, local offices of the Employment Development Department, CALPIA, 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.

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. Oral interviews will be scheduled in Southern California only.

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 (EEO) Statement: CALPIA does not discriminate on the basis of disability in employment or in the admission and access to its program or activities. The EEO 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