



Key Data Operator

Exam Code: 3PB26

Department: State of California

Final Filing Date: Continuous

Type of Examination: Servicewide, Open

CLASSIFICATION DETAILS

Key Data Operator -- \$ 2,341.00 - \$ 3,331.00 per month.

Who Should Apply:

Applicants who meet the minimum qualifications as stated on this bulletin may apply for and take this exam.

How to Apply:

Self-scheduling for this examination is offered on a first-come-first-served basis for each exam date. Please be aware that, although seating is limited and scheduling will conclude once all seats are filled for a specific exam date, additional self-scheduling dates will be posted.

Once you have taken the examination, you may not retake it for 3 months.

Check this bulletin regularly for future exam dates.

ON THE SELF-SCHEDULING DATE, PLEASE GO TO THE “Taking the Exam” SECTION OF THIS BULLETIN TO BEGIN THE SCHEDULING PROCESS.

MINIMUM QUALIFICATIONS

All applicants must meet the education and/or experience requirements as stated on this exam bulletin to be accepted into the examination. Part-time or full-time jobs, regardless of whether paid or volunteer positions, and inside or outside California state service will count toward experience.

Exam Code: 3PB26

Bulletin Revision Date: 2/15/2018

Key Data Operator

Candidates must be familiar with a standard alphabetic keyboard such as that on a typewriter, key punch or key entry machine.

POSITION DESCRIPTION

Key Data Operator

This is the entry, training and journey person level in this series. Incumbents, under close supervision, learn and perform routine key punch or key entry operations. Incumbents may have lead responsibility over others.

Positions exist throughout the State of California.

EXAMINATION SCOPE

This examination consists of the following components:

Performance Examination – Weighted 100% of the final score

A final score of 70% must be attained to be placed on the eligible list.

Knowledge of:

1. Typewriter or key data keyboard.

Ability to:

1. Demonstrate aptitude for key punch or key entry machine operation.
2. Perform general clerical work of average difficulty and follow directions.

ELIGIBLE LIST INFORMATION

A service-wide, open eligible list for the **Key Data Operator** classification will be established for:

State of California (all State of California departments, statewide)

The names of successful competitors will be merged onto the eligible list in order of final score regardless of exam date. Eligibility expires **12 months** after it is established. Applicants must then retake the examination to reestablish eligibility.

Veterans' Preference will be granted for this examination. In accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, or widow or widower of a veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligible list.

Veteran status is verified by the California Department of Human Resources (CalHR). Information on this program and the Veterans' Preference Application (Std. 1093) is available [online](#). Additional information on veteran benefits is available at the Department of Veterans Affairs.

Career Credits are not granted for examinations administered on an Open basis or Promotional basis.

EXAMINATION INFORMATION

For an examination with a written or performance feature, it is the candidate's responsibility to print his/her "Notice to Appear" and present the notice on the date, time, and location of the test date.

Examination Locations: When a written or performance test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. However, locations of interviews or performance evaluations may be limited or extended as conditions warrant.

Applications are available at www.jobs.ca.gov and local offices of the Employment Development Department.

Candidates needing special testing arrangements due to a disability must mark the appropriate box on the application and contact the testing department.

Hiring Interview Scope: In a hiring interview, 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 may 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. For more information, you may refer to the [classification specification](#).

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, the 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.

Security and Confidentiality of Examination: Pursuant to Government Code Section 19860. “It is unlawful for any person: (a) Willfully by himself or in cooperation with another person to defeat, deceive, or obstruct any person with respect to his right of examination, application, or employment under this part or board rule. (b) Willfully and falsely to mark, grade, estimate, or report upon the examination or proper standing of any person examined or certified under this part or board rule, or to aid in so doing, or make any false representation concerning the same or the person examined. (c) Willfully to furnish to any person any special or secret information for the purpose of either improving or injuring the prospects or chances of any person examined, certified or to be examined or certified under this part or board rule.”

Pursuant to Government Code 19681. “It is unlawful for any person: (a) To practice any deception or fraud with regard to his identity in connection with any examination, application, or request to be examined. (b) To obtain examination questions or other examination material except by specific authorization either before, during, or after an examination or use or purport to use any such examination questions or materials for the purpose of instructing or coaching or preparing candidates for examinations. (c) To use any unfair means to cause or attempt to cause any eligible to waive any rights obtained under this part.”

TAKING THE EXAM

You must schedule yourself to participate in this examination. Self-scheduling for this examination is offered on a first-come-first-served basis for each date. Although seating is limited and scheduling will conclude once all the available seats are filled for a specific exam date, additional self-scheduling dates will be posted in the future.

<u>Self-Scheduling Opens</u>	<u>Written Exam Date(s)</u>	<u>Exam Location(s)</u>
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March 1, 2018 @ 10:00 A.M.	March 7 - 8, 2018	Sacramento, CA
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AND

<u>Self-Scheduling Opens</u>	<u>Written Exam Date(s)</u>	<u>Exam Location(s)</u>
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March 27, 2018 @ 10:00 A.M.	April 4 - 5, 2018	Sacramento, CA
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[CLICK HERE to apply for and to self-schedule the Key Data Operator examination](#)

Test dates are posted here as needs warrant. Please check this area periodically for open testing.

Please note: If you have a disability and need special testing arrangements, please select the Reasonable Accommodation box during the self-scheduling process.

TESTING DEPARTMENTS

State of California (all State of California departments)

CONTACT INFORMATION

California Department of Human Resources
CalCareer Service Center
1810 16th Street
Sacramento, CA 95814
Phone: (866) 844-8671
CalCareer@CalHR.CA.GOV

California Relay Service: 7-1-1 (TTY and voice)
TTY is a Telecommunications Device for the Deaf, and is reachable only from phones equipped with a TTY Device.

EQUAL OPPORTUNITY EMPLOYER

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right of family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding, and related medical conditions), and sexual orientation.

DRUG-FREE STATEMENT

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.

GENERAL INFORMATION

The Examination/Employment Application (STD 678) is available at the California Department of Human Resources, local offices of the Employment Development Department, and through your CalCareer account (www.CalCareers.ca.gov).

If you meet the requirements stated on this examination bulletin, you may take this competitive examination. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described in this bulletin will be rated against a predetermined job-related rating, and all applicants who pass will be ranked according to their scores.

The California Department of Human Resources (CalHR) 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 laws and rules, and all applicants will be notified.

General Qualifications: Applicants must possess essential personal qualifications including integrity, initiative, dependability, good judgment, the 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.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, and 6) open. 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 exam bulletin.