



ASSOCIATE BUSINESS MANAGEMENT ANALYST Recruitment 6PP04 (4742)

Department(s):	Commission on Peace Officer Standards and Training (POST)
Opening Date:	June 23, 2016
Closing Date:	July 7, 2016
Type of Recruitment:	Departmental Promotional
Salary:	MONTHLY-RANGED-SALARY - \$4,600.00 to \$5,758.00
Employment Type:	Permanent Full-time
Exam Type:	State-wide
Location(s):	West Sacramento

INTRODUCTION

The mission of the Commission on Peace Officer Standards and Training (POST) is to continually enhance the professionalism of California law enforcement in serving its communities.

EEO

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.

WHO SHOULD APPLY

This is a departmental promotional examination for the Commission on POST.

1. Applicants must have a permanent civil service appointment with the Commission on POST, as of the final filing date, in order to participate in this examination; or
2. Must be a current or former employee of the Legislature for two or more years as defined in Government Code §18990; or
3. Must be a current or former non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code §18992; or
4. Must be 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 (must provide DD 214 with the State Application, STD 678).

FILING INSTRUCTIONS

Submit an [Examination/Employment Application \(STD 678\)](#) to the Commission on POST. Applications personally delivered or postmarked after the final filing date, will not be accepted under any circumstances. **DO NOT SUBMIT APPLICATIONS TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES (CaIHR), THROUGH EMAIL, FAX, OR INTER-AGENCY MAIL.**

On the Examination/Employment application form (STD 678), you must complete in its entirety the "from" and "to" dates (month/year), hours per week (time-base), and title/job classification. Your signature on your application indicates that you have read, understood, and possess the minimum qualifications required.

Mail or deliver your completed Examination/Employment Application (STD 678) to:

Commission on POST
Human Resources
860 Stillwater Road, Suite 100
West Sacramento, CA 95605

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements to participate in this examination, mark the appropriate box in question 2 of the STD 678 application or you may contact the Commission on POST, Human Resources at 916.227.3934 or 916.227.3927.

REQUIRED IDENTIFICATION

Accepted applicants are required to bring either a photo identification card or two forms of signed identification to the examination.

ELIGIBLE LIST INFORMATION

A departmental promotional eligible list will be established for the Commission on POST. The eligible 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.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

All applicants must meet the education and/or experience requirements as stated on this examination announcement by the final filing date. It is your responsibility to make sure you meet the education and/or experience requirements as stated on this announcement. Your signature on your application indicates that you have read, understood, and possess the basic qualifications required.

MINIMUM QUALIFICATIONS

Either I

Six months of experience performing the duties of a Business Service Officer II (Specialist or Supervisor).

Or II

One year of experience performing the duties of (1) a Staff Services Analyst, Range C, or (2) a Business Service Officer I (Specialist or Supervisor). (Persons applying experience toward this pattern must have had a full-time assignment in California state service performing technical business services work.)

Or III

Three years of progressively responsible analytical experience above the Trainee level in business or administrative services, budget, or management systems analysis, one year of which shall have included responsibility for conducting detailed analysis requiring the preparation and submission of findings with recommendations. (Experience in the California state service applied toward this requirement must include one year performing analytical duties of a class comparable in level of responsibility to that of Staff Services Analyst, Range C.)

(Promotional candidates who are within six months of satisfying the experience requirement for this class will be admitted to the examination, but they must fully meet the experience requirement before being eligible for appointment.)

POSITION DESCRIPTION

The Associate Business Management Analyst, under direction, performs independently the more difficult, responsible and complex technical and analytical work in the business and administrative services area; acts as a lead person for lower level business services staff; and performs other related work. This class is differentiated from the Business Service Officer series in that positions perform analytical duties for the majority of the time, and typically also perform the more complex business services work. This class is differentiated from other Associate level analyst classes in that positions perform analytical duties relating to budgeting, management and administrative analysis requiring technical knowledge of business services functions.

EXAMINATION INFORMATION

This examination will consist of a Qualification Appraisal Interview weighted 100%. The interview will include a number of pre-determined, job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained.

It is anticipated that interviews will be held in July/August 2016.

If conditions warrant, this examination may utilize an evaluation of each candidate's experience and education compared to a standard 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 Admission to the Examination shown on this announcement, even if the experience goes beyond the seven-year limit printed on the application. Supplementary information will be accepted. Please read the Requirements for Admission to the Examination carefully to see what kind of information will be useful to the staff conducting the evaluation.

KNOWLEDGE AND ABILITIES

Knowledge of:

1. Knowledge of: Analysis methods;
2. Principles and practices of governmental budgeting;
3. Principles of public and business administration;
4. Principles of organization and management;
5. Principles and practices of policy formulation, property acquisition and management, contract administration, specification writing, financial record keeping, office layout, purchasing, building management; and
6. Personnel management and supervision.

Ability to:

1. Analyze situations and problems accurately and take effective course of action;
2. Establish and maintain effective working relations with those contacted in the course of the work;
3. Speak and write effectively;
4. Interpret and apply laws, rules, standards, and procedures;
5. Successfully negotiate agreements;
6. Estimate future needs and cost of equipment, supplies and services, and prepare budgetary data on such needs; and
7. Plan and direct the work of others.

VETERANS PREFERENCE

Veterans' Preference credits will not be granted in this examination, as it does not meet the requirements to qualify for Veterans' Preference credit. This is a promotional examination. California Law (Government Code 18971 – 18978) allows the granting of Veteran's Preference Points in Open entrance and Open, non-promotional examinations.

DISCLAIMER

Please click on the link below to review the official California Department of Human Resources class specification:

<http://www.calhr.ca.gov/state-hr-professionals/pages/4742.aspx>

GENERAL INFORMATION

For an examination with a written feature, it is the candidate's responsibility to contact the Commission on Peace Officer Standards and Training three days prior to the written test date if he/she has not received his/her notice of appointment.

For an examination without a written feature, it is the candidate's responsibility to contact the Commission on Peace Officer Standards and Training three weeks after the final filing date if he/she has not received his/her notice.

If a candidate's notice of oral interview or performance test fails to reach him/her 3 days prior to their scheduled appointment due to a verified postal error, he/she will be rescheduled upon written request.

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. However, locations of interviews or performance evaluations may be limited or extended as conditions warrant.

Applications are available at www.jobs.ca.gov, California Department of Human Resources, local offices of the Employment Development Department and the Commission on Peace Officer Standards and Training.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination 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 Commission on Peace Officer Standards and Training 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 competitors will be notified.

Candidates needing special testing arrangements due to a disability must mark the appropriate box on the application and/or contact the Commission on Peace Officer Standards and Training.

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, 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, 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 bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment and military veterans that meet all the minimum qualifications. Under certain circumstances, other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices, at the State Personnel Board office or www.jobs.ca.gov.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college 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; 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis. **NOTE: For peace officer classifications please refer to the testing department for special requirements.**

TTY is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TTY Device.
From TDD phones 1.800.735.2929 --- Voice 1.800.735.2922

**Commission on Peace Officer Standards and Training
Human Resources
860 Stillwater Road, Suite 100
West Sacramento, CA 95605**