



## PROGRAM TECHNICIAN III

<b>EXAM CODE:</b>	8JUAL
<b>DEPARTMENT(S):</b>	JUSTICE
<b>EXAM TYPE:</b>	PROMOTIONAL – CONTINUOUS
<b>LOCATION(S):</b>	SPOT – SACRAMENTO
<b>SALARY INFORMATION:</b>	\$3,403 - \$4,263* <i>*The salaries used in this bulletin are the latest available from the state controller's office, but may not reflect the most recent salary adjustment.</i>
<b>CLASS &amp; SCHEM CODE:</b>	9929 / CZ83

### EQUAL EMPLOYMENT & DRUG FREE STATEMENTS

The state of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to 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.

It is the 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 CAN APPLY

Persons who meet the minimum qualifications by the announced cut-off date located on the Examinations Page of the OAG website (oag.ca.gov). Applicants must have a permanent civil service appointment with the Department of Justice within three years of the final filing date in order to take this examination. Employees who have limited-term appointments in the department for which the examination is being given (provided they have had a permanent appointment and no subsequent break in service) are allowed to participate in departmental promotional examinations in the department. Otherwise, employees must be:

- 1) A current or former employee of the legislature for two or more years as defined in government code (GC) section 18990; OR
- 2) A current or former non-elected exempt employee of the executive branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in GC section 18992; OR
- 3) Persons 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.



## CONTINUOUS TESTING

The testing office will accept examination packets continuously throughout the year; however, the packets will only be processed during the current administration period. Generally, this examination is administered **once every six months**, although this is subject to change based on testing needs. Applications will be reviewed to ensure the minimum requirements for participation in this exam are met. Possession of the entrance requirements does not assure a place on the eligible list. Once you have taken the examination, you may not retest for **12 months** from the established list date.

## SPECIAL TESTING ARRANGEMENTS

If you are an individual with a disability and need reasonable accommodation to participate in this examination, please mark the box in question #2 on the "examination application." You will be notified in writing to determine what assistance can be provided.

## ELIGIBLE LIST INFORMATION

A departmental promotional eligible list will be established for the Department of Justice. The names of successful competitors will be merged on the list in order of final scores, regardless of date. Competitors' eligibility will expire **12 months** after it is established unless the needs of the service and conditions of the list warrant a change in this period.

## CUT-OFF DATE

Examination applications (form STD 678) must be postmarked (U.S. mail) or personally delivered no later than the cut-off date located on the Examinations Page of the OAG website (oag.ca.gov). Applications must also have an original signature. Please note that dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the USPS, are not considered postmark dates for the purpose of determining timely filing of an application.

**APPLICATIONS POSTMARKED OR PERSONALLY DELIVERED AFTER THE CUT-OFF DATE WILL BE HELD AND PROCESSED IN THE NEXT ADMINISTRATION (PLEASE SEE THE "CONTINUOUS TESTING" SECTION FOR MORE INFORMATION).**

## MINIMUM QUALIFICATIONS

### EITHER I

In the California state service, either: (a) 12 months of experience performing duties equivalent in level of responsibility to the class of Program Technician II or Supervising Program Technician I; or (b) 30 months of experience performing duties equivalent in level of responsibility to the class of Program Technician.

### OR II

Three years of experience in a governmental or private agency performing duties with program responsibilities equivalent in level to those of the departmental program in the State of California for which the examination is being administered. (Experience applied toward this requirement must include at least one year in a position equivalent in level of responsibility to the California state civil service class of Program Technician II.)

## DEFINITION OF TERMS

**"Performing duties equivalent in level..."** – means that you must have experience of the type and length of time in a class at the same (or higher) level of responsibility as the class specified.



## POSITION DESCRIPTION

This is the superjourney level in this series. Under general direction and with very little day-to-day supervision, incumbents act as an expert staff resource responsible for consultation in the most sensitive and complex program areas and/or are involved in the development of major Program Technician work processes. Assignments at this level may require field work on a regular basis.

## EXAMINATION INFORMATION

In order to obtain a position on the eligible list, applicants must receive a minimum rating of 70% on the examination. This exam will consist of the following:

### WRITTEN EXAMINATION - 100%

The written examination consists of a set of job-related multiple-choice questions. Candidates will be provided with a calculator, scratch paper, scantron, pencils, and erasers. Scoring will be based on the number of correct responses.

## TEST DATE

It is anticipated that the test will be conducted the week of **June 24, 2019**. The test will be administered in Sacramento.

## KNOWLEDGE, SKILLS, & ABILITIES

The **Written Examination** will measure the following:

Follow instructions.

Learn and apply laws, regulations, procedures and policies as they apply to the Department of Justice.

Read and write at a level required for successful job performance.

Analyze complex forms of information.

Read and comprehend documents (e.g., reports, memos, manuals, policies, procedures, standards and regulations).

Analyze written materials and determine their validity, accuracy, and completeness.

Work independently to meet work deadlines with minimal supervision.

Pay close attention to detail in order to perform work in an accurate and thorough manner.

Perform repetitive technical work with a high rate of accuracy in a timely manner.

Prioritize multiple projects simultaneously (i.e. multi-task) while maintaining a high level of work product.

### KNOWLEDGE OF:

1. The various automated systems used within the department.
2. Appropriate laws, rules, regulations and policies of the State of California governing the program area(s) for which the examination is being administered.
3. The California criminal justice system.
4. Standard office policies and procedures to ensure department requirements are met.

### ABILITY TO:

1. Follow instructions.
2. Learn and apply laws, regulations, procedures and policies as they apply to the Department of Justice.
3. Read and write at a level required for successful job performance.
4. Analyze complex forms of information.
5. Read and comprehend documents (e.g., reports, memos, manuals, policies, procedures, standards and regulations).
6. Analyze written materials and determine their validity, accuracy, and completeness.
7. Work independently to meet work deadlines with minimal supervision.
8. Pay close attention to detail in order to perform work in an accurate and thorough manner.
9. Perform repetitive technical work with a high rate of accuracy in a timely manner.
10. Prioritize multiple projects simultaneously (i.e. multi-task) while maintaining a high level of work product.



## VETERANS' PREFERENCE

Veterans' preference **does not** apply for this examination

## CAREER CREDITS

Career credits **do not** apply for this examination.

## FILING INSTRUCTIONS

To apply for this examination, please complete and return the following:

- [Standard State Employment Application \(Form STD 678\)](#)
- [Conditions of Employment \(Form 631\)](#)

### MAILING ADDRESS:

DEPARTMENT OF JUSTICE  
TESTING & SELECTION UNIT  
ATTN: PROGRAM TECHNICIAN III EXAMINATION  
P.O. BOX 944255  
SACRAMENTO, CA 94244-2550

### FILE-IN-PERSON/CERTIFIED MAIL:

DEPARTMENT OF JUSTICE  
TESTING & SELECTION UNIT  
ATTN: PROGRAM TECHNICIAN III EXAMINATION  
1300 "I" STREET, 7<sup>th</sup> FLOOR RECEPTIONIST  
SACRAMENTO, CA 95814

### DO NOT SUBMIT APPLICATIONS

- **TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES (CalHR)**
- **THROUGH EMAIL**
- **THROUGH FAX**
- **THROUGH INTER-AGENCY MAIL**

## CONTACT INFORMATION

Any questions regarding the minimum qualifications, applying for the examination, being scheduled for the examination, reasonable accommodations, the examination components, scoring, etc., may be directed to the contact information below:

**PHONE NUMBER:** 916-210-6021  
**FAX NUMBER:** 916-445-1218  
**EMAIL ADDRESS:** [TSU@DOJ.CA.GOV](mailto:TSU@DOJ.CA.GOV)



## GENERAL INFORMATION

The Department of Justice 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 candidates will be notified.

It is the Candidate's Responsibility to contact the Department of Justice, seven days prior to the test date if he/she has not received his/her notice. For an examination without a written feature it is the candidate's responsibility to contact the Department of Justice, 916-210-6021, TDD (916) 952-8396 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 California Department of Human Resources Offices ([www.jobs.ca.gov](http://www.jobs.ca.gov)), and local Offices of the Employment Development Department ([www.edd.ca.gov](http://www.edd.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.

Examination Locations: Tests will be given in such places in California as the number of candidates and conditions warrant. Tests are not always given where positions currently exist.

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 list must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and the ability to work cooperatively with others; and a state of health consistent with the performance of 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.

Interview Scope: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits and fitness. In appraising experience, more weight will be given to the breadth 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.

Veterans Preference: Pursuant to Government Code Section 18973.1, effective January 1, 2014, as follows: 1. Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for veteran's preference. 2. An entrance examination is defined, under the law, as any open competitive examination. 3. Veterans Preference is not granted once a person achieves permanent civil service status.

High School Equivalence: Equivalence to completion of the 12<sup>th</sup> 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 and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

Career Credits: In open, non-promotional examinations, career credits are granted to: 1) State employees with permanent civil service status, 2) full-time employees of the State who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirements specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in, or are graduates of, the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination. Such examinations cannot be for managerial positions described in Government Code Section 3513. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their civil service status in the appropriate section of the application Form 100-678. (Section 4 of article VII of the California Constitution is posted at the State Personnel Board, 801 Capitol Mall, Sacramento)

Department of Justice, Office of the Attorney General  
Office of Human Resources, Testing & Selection Unit  
1300 I Street, Sacramento, CA 95814  
916-210-6021

If hearing impaired, call the California Relay Service.  
1-800-735-2929 (From TDD Phone)  
1-800-735-2922 (From Voice Phone)

TDD is Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device.



DEPARTMENT OF JUSTICE  
PROGRAM TECHNICIAN III  
DEPARTMENTAL PROMOTIONAL- SPOT

CONDITIONS OF EMPLOYMENT  
FORM 631  
IDENTIFICATION #: \_\_\_\_\_  
(Personnel Office Use ONLY)

NAME \_\_\_\_\_ (PLEASE PRINT)  
Last First M.I.

If you are successful in the above examination, your name will be placed on the active list and certified to fill vacancies according to the conditions you have specified on this form.

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PLEASE INDICATE THE TYPE OF APPOINTMENT(S) YOU WILL ACCEPT

Please Check Your Choice(s):

- (D) Permanent - full time only.
- (R) Permanent - part time or intermittent.  
Temporary - full time, part time, or intermittent.
- (A) All of the above

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NOTE: PLEASE NOTIFY THE DEPARTMENT OF JUSTICE/ TESTING AND SELECTION UNIT, IN WRITING, OF ANY CHANGE IN YOUR ADDRESS OR AVAILABILITY FOR EMPLOYMENT.

DEPARTMENT OF JUSTICE  
TESTING & SELECTION OFFICE  
1300 "I" STREET  
SACRAMENTO, CA 95814