



## Accounting Administrator II Examination Announcement

*Departmental Promotional Exam for the Following Location(s):*

*Headquarters - Sacramento*

Final Filing Date: September 30, 2014

Salary: \$5,688 - \$7,068

### EEO

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.

### 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?

Applicants who meet the minimum qualifications as stated may apply for this examination. All applicants must meet the education and/or experience requirements as stated on this examination announcement.

This is a promotional examination for Department of Veterans Affairs (CalVet). In order to take this examination:

1. Applicant must have a permanent civil service appointment without a break in service, with the Department of Veterans Affairs, by the final filing date; **or**
2. Applicant must be a current or former employee of the Legislature for two or more years as defined in Government Code Section 18990; **or**
3. Applicant 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 Section 18992; **or**
4. Applicant must be a person retired from the United States Military, honorably discharged from active duty with a service-connected disability; or honorably discharged from active duty as defined in Government Code Section 18991. **Veterans must provide a copy of their DD214 for entrance requirements.** Please attach your DD214 to your application. **Veterans' preference points will not be granted in promotional examinations.**

For applicants under items 2, 3, or 4, if promotional examinations are given by more than one department for the same classification, the applicant must select one department in which to compete. Refer to the General Information, Promotional Examinations Only section of this bulletin for other eligibility requirements. Under certain circumstances, former CalVet employees may be allowed to compete under the provisions of Rule 235.

## FILING INSTRUCTIONS

Applicants may apply via mail or hand deliver the application to the Human Resources Division at the address listed below. Applications (STD. 678) are available at CalHR's website [www.jobs.ca.gov](http://www.jobs.ca.gov).

California Department of Veterans Affairs (CalVet)  
Attn: Joanna Doller  
1227 O Street, Room 404  
Sacramento, CA 95814

**Submit applications only to the address indicated above. Do not submit to the California Department of Human Resources (CalHR).**

Applications (STD. Form 678) must be **POSTMARKED** no later than the final filing date. Applications postmarked, personally delivered, or received via interoffice after the final filing date will not be accepted.

**NOTE:** Only applications with original signature will be accepted. Facsimiles (FAX) or emailed applications will not be accepted under any circumstances.

## REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

**NOTE:** All applicants must meet the education and/or experience requirements as stated on this examination bulletin by the final filing date. Your signature on your application indicates that you have read, understood, and possess the qualifications required.

**NOTE:** Applications/resumes **MUST** contain the following information: "to" and "from" dates (month/day/year), time base, civil service class title(s), and range, if applicable. College course information **MUST** include: title, semester or quarter credits, name of institution, completion dates, and degree (if applicable).

**Applications/resumes received without this information may be rejected.**

## MINIMUM QUALIFICATIONS

### Either I

One year of experience in the California state service performing the duties of a professional accounting or auditing class equivalent in level to Accounting Administrator I (Specialist) or Accounting Administrator I (Supervisor).

### Or II

Five years of increasingly responsible professional accounting or auditing experience. For at least one year, this responsibility must have been at a level equivalent to supervising a staff in the operation of a complex accounting system. [Experience in the California state service applied toward this requirement must include at least one year performing the duties of a class at a level of responsibility not less than that of Accounting Administrator I (Specialist) or Accounting Administrator I (Supervisor).] (Experience in the California state service may be applied toward the total experience requirement on a proportional basis.) **AND**

Education: Either:

- 1) Equivalent to graduation from college, with specialization in accounting; or
- 2) 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, intermediate/advanced 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.)

## POSITION DESCRIPTION

This is the full supervisory level in the series where the majority of the time is spent on administrative and supervisory activities. Positions at this level supervise a group of professional or analytical and semiprofessional accounting staff performing accounting and other fiscal related work or direct a variety of specialized or central control fiscal activities, typically through subordinate supervisors at the Accounting Administrator I (Supervisor) level.

This level, under general direction, either: (1) performs as the Chief Accounting Officer in a medium-complex or large-standard accounting office; or (2) performs as a multi-section supervisor in a large-complex accounting office; or (3) performs as a sectional manager in a very large-complex accounting office.

## ELIGIBLE LIST INFORMATION

Names of successful competitors are placed onto an eligible list in order of final scores. Eligibility expires after 12 months unless the needs of the services and conditions of the list warrant a change in this period. The resulting eligible list will be used to fill vacancies at the Headquarters office in Sacramento.

## EXAMINATION INFORMATION

This examination may consist of **either**:

- a) A qualifications appraisal oral interview weighted 100.00%, **or**
- b) An evaluation of each candidate's experience and education indicated on his/her application weighted 100.00%.

If interviews are conducted, 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 70.00% must be attained in the interview. If an experience and education evaluation is utilized, a minimum rating of 70.00% must be attained in the evaluation process. **COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

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 Admittance to the Examination" shown on this announcement, even if that experience goes beyond the seven-year limit printed on the applications. Supplementary information will be accepted, but read the "Requirements for Admittance to the Examination" carefully to see what kind of information will be useful to the staff doing the evaluation.

## KNOWLEDGE, SKILLS and ABILITIES

### Knowledge of:

1. Accounting principles and procedures.
2. Governmental accounting and budgeting.
3. The uniform accounting system and financial organization and procedures of the State of California and related laws, rules, and regulations.
4. Principles of business management, including office methods and procedures.
5. Principles of public finance.
6. Business law.
7. Principles and techniques of personnel management and supervision.
8. Planning, organizing, and directing the work of others.
9. The department's Equal Employment Opportunity Program objectives.
10. A manager's role in the Equal Employment Opportunity Program and the processes available to meet equal employment objectives.

### Ability to:

1. Apply accounting principles and procedures.
2. Analyze data and draw sound conclusions.
3. Analyze situations accurately and adopt an effective course of action.
4. Prepare clear, complete, and concise reports.

5. Make sound decisions and recommendations in regard to the professional accounting problems in maintaining control of a departmental budget.
6. Establish and maintain cooperative relations with those contacted in the work.
7. Speak and write effectively.
8. Plan, organize, and direct the work of others.
9. Effectively contribute to the department's equal employment opportunity objectives.

## VETERANS PREFERENCE

Veterans' Preference credits will not be granted in the examination, as it does not meet the requirements to qualify for Veterans' Preference credit.

## CAREER CREDITS

Career Credits will not be added to the final score of this examination.

## CONTACT INFORMATION

For additional information regarding this examination, please contact Joanna Doller with the Department of Veterans Affairs Examination Unit at (916) 651-7799.

## 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/4552.aspx>.

## GENERAL INFORMATION

**The Department of Veterans Affairs (CalVet)** reserves the right to revise the examination plan to better the needs of the service if the circumstances change under which this examination was planned. Such revision will be in accordance with civil service laws and rules and all candidates will be notified.

**It is the candidate's responsibility for an examination without a written feature** to contact the Department of Veterans Affairs (CalVet) three weeks after the final filing date if he/she has not received any notification.

**It is the candidate's responsibility for an examination with a written feature** to contact the Department of Veterans Affairs (CalVet) six weeks after the final filing date if he/she has not received any notification.

**If a candidate's notice** of oral interview fails to reach him/her 3 days prior to their scheduled appointment date due to a verified postal error, he/she will be rescheduled upon written request. It is the candidate's responsibility to contact the CalVet at (916) 653-2535.

**Examination Locations:** Locations of interviews may be limited or extended as conditions warrant.

**Examination Applications are available** at [www.jobs.ca.gov](http://www.jobs.ca.gov), CalHR State Jobs Center, State Personnel Board offices, local offices of the Employment Development Department and the testing department on this job bulletin.

**If you meet the requirements** stated on this bulletin, 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 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.

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

**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 [www.spb.ca.gov](http://www.spb.ca.gov).

**If High School Equivalence is Required:** 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.**

**College Education:** The qualifications meeting the requirement "Equivalent to graduation from college" means satisfaction of the requirements for the bachelor's degree from an accredited, recognized institution of higher education. This means the applicant must show receipt of a bachelor's degree. Acceptable college course work must be from an accredited, recognized institution approved by the California Superintendent.

**TTD** is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TTD Device. California Relay Service (Telephone) for the deaf or hearing impaired. From TDD phones: 1-800- 735-2929 or from voice phone: 1-800-735-2922.

**Department of Veterans Affairs (CalVet), Examination, 1227 O Street, Room 404, Sacramento, CA 95814**  
**Phone: (916) 653-2535      Website: [www.calvet.ca.gov](http://www.calvet.ca.gov)**