



STATE OF CALIFORNIA – ENVIRONMENTAL PROTECTION AGENCY
DEPARTMENT OF PESTICIDE REGULATION



Personnel Services Branch
1001 I Street
P. O. Box 4015
Sacramento, CA 95812-4015
(916) 322-4553

**SENIOR ACCOUNTING OFFICER
(SUPERVISORY)
PROMOTIONAL EXAMINATION
SALARY RANGE: \$4,714-\$5,858**

Exam Code: 4DM04

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 MAY APPLY

Applicants must have a permanent civil service appointment with the Department of Pesticide Regulation (DPR) as of the final filing date. Under certain circumstances, former DPR employees may be allowed to compete under the provisions of Rule 235. (See General Information section of this bulletin.)

HOW TO APPLY

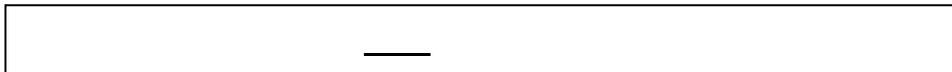
An Examination Application (STD 678) must be **POSTMARKED** no later than the final filing date, **November 21, 2014**. Applications postmarked, personally delivered after 5:00 pm, or received via interoffice mail after the final filing date will not be accepted.

Applications may be submitted by mail or in person to:

**Department of Pesticide Regulation
Personnel Services Branch/Examinations Unit
1001 I Street, 4th Floor MS 4-B
P.O. Box 4015
Sacramento, CA 95812-4015**

For your convenience, you may obtain a copy of the Examination Application (STD 678) via the Internet at:

<http://jobs.ca.gov/Profile/StateApplication>



SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, mark the appropriate box in question 2 of the Examination Application. You will be contacted about specific arrangements.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

It is your responsibility to make sure you meet the education and/or experience requirements stated below. Your signature on your application indicates you have read, understood, and possess the basic qualifications required. All applicants must meet the education and/or experience requirements for this examination by the final filing date of **November 21, 2014**.

NOTE: To verify applicants meet the minimum qualifications, as stated on this bulletin, all applications **must** include: "To" and "From" employment dates (month/day/year), time base, and job titles/official civil classification titles, and detailed description of the specific duties performed. College course information **must** include: name and address of institution, title, semester or quarter credits, completion dates, and title and type of degree (if applicable). **Applications must also contain original signatures. Applications excluding any of this information may be rejected.** Resumes containing additional information may be submitted with the examination application.

MINIMUM QUALIFICATIONS

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "either I" or "II." For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

EXPERIENCE:

Either I

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

Or II

Three 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 small-or medium-sized 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 Officer (Supervisor)]

AND

EDUCATION:

1. Equivalent to graduation from college, with specialization in accounting. (Registration as a Senior Student in a recognized institution will admit applicants 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.)

Or

2. Completion of a prescribed professional accounting curriculum given by a residence or correspondence school of accountancy, including courses in elementary and advanced accounting, auditing, cost accounting and business law.

Or III

EXPERIENCE:

Completion of the equivalent of 19 semester hours of course work; 16 hours of which shall be professional accounting courses given by a collegiate-grade residence institution, including courses in elementary and advanced accounting, auditing, and cost accounting; and three semester hours of business law.

(Persons who will complete work requirements outlined under II and III above 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.)

See following page for additional information

**DESIRABLE
COMPETENCIES**

In appraising the relative qualifications of candidates, consideration will be given to the range and depth of pertinent experience in the following competencies: Communication, Ethics and Integrity, Team Work, Problem Solving, Decisiveness, Conflict Resolution, Stress Tolerance, Political Acumen, and Project Management. For a further description of these competencies go to <http://admin/localdocs/successplan/competencies/jobcomps.pdf>.

**POSITION
DESCRIPTION AND
LOCATION**

This is the second supervisory level in the series. Incumbents, under general direction of an Accounting Administrator are responsible for coordination and supervision of subordinate professional, technical and clerical accounting staff in the maintenance and reporting of accounting or fiscal activities and either: 1. Functions as the Chief Accounting Officer in a small accounting office with responsibility for the entire fiscal or accounting function; or 2. Functions as a supervisor in an operational or financial setting. Incumbents are expected to possess a broad knowledge of the State's accounting system and professional accounting standards. They may have considerable contact with program managers, control agencies, local governmental jurisdictions, Federal Government, vendors, and members of the public.

Positions exist in Sacramento.

**EXAMINATION
INFORMATION**

This examination will consist of an **Education and Experience evaluation weighted 100%**. To obtain a position on the eligible list, a minimum rating of 70% must be obtained. This examination utilizes an evaluation of each candidate's education and experience compared to a standard developed from the class specification. The panel will be competitively evaluating your application and resume to give you a score. For this reason, it is **very important** that each candidate take special care in accurately and completely filling out his/her application.

List all experience relevant to the 'Requirements for Admittance to the Examination' shown on this bulletin. 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.

**SCOPE OF
EXAMINATION**

A. Knowledge of:

1. Comprehensive knowledge of accounting principles and procedures to effectively perform complex accounting functions (e.g., reconciliations, budgeting, preparation of financial statements, etc.)
2. Comprehensive knowledge of governmental accounting and budgeting to effectively apply accounting principles and procedures to a governmental entity (e.g., encumbrances, fund accounting, treatment of fixed assets, etc.).
3. Comprehensive knowledge of the uniform accounting system and financial organization and procedures of the State of California and related laws, rules and regulations to conform to statewide accounting practices and procedures.
4. Comprehensive knowledge of business management principles, including office methods and procedures to effectively plan, organize, and direct the workforce.
5. Comprehensive knowledge of public finance principles to maintain effective on-going contacts with public entities (e.g., vendors, local/federal governmental jurisdictions, etc.).
6. Comprehensive knowledge of planning, organizing, and directing the work of others to maintain accounting rules and regulations.
7. Comprehensive knowledge of the Department's Equal Employment Opportunity (EEO) Program objectives and processes to ensure compliance and maintain a work environment free of harassment and discrimination.
8. Comprehensive knowledge of a supervisor's role in the EEO Program and the processes available to meet EEO Program objectives.
9. Comprehensive knowledge of various computer applications (e.g., CALSTARS and Microsoft Office) to effectively perform complex accounting functions and to prepare spreadsheets, summaries and/or reports.
10. Comprehensive knowledge of Corrective and Progressive Discipline to encourage and promote appropriate behavior.
11. Basic knowledge of Employee Assistance Program and additional options available to provide support to staff in need.
12. Comprehensive knowledge of the Department's Affirmative Action Program (AAP) objectives and processes to ensure compliance and maintain a work environment free from discrimination.
13. Comprehensive knowledge of a supervisor's role in the Affirmative Action Program and the processes available to meet AAP objectives.
14. Intermediate Knowledge of business law to effectively interpret and apply contract terms and conditions (e.g., purchase orders, service contracts, etc.).
15. Intermediate knowledge of training methods and techniques to provide training to departmental staff.
16. Intermediate knowledge of data analysis methods and techniques to draw appropriate conclusions and make decisions when completing work assignments and projects.
17. Intermediate knowledge of supervisory principles, practices, and techniques to plan, oversee, and direct the work activities of subordinate employees.
18. Intermediate knowledge of personnel procedures to ensure that personnel actions are in compliance with departmental procedures and policies, as well as State and federal laws and regulations as enforced by the Department of Personnel Administration (DPA) and the State Personnel Board (SPB).
19. Intermediate knowledge of relevant issues arising from the American with Disabilities Act (ADA) to ensure that hiring and employment decisions conform to ADA provisions and requirements.
20. Intermediate knowledge of team-building principles and techniques to conduct team-building sessions, which contribute to and promote a positive, cooperative and professional work environment.

B. Skills to:

1. Intermediate skill to prioritize work assignments to ensure completion within established timeframes and by expected deadlines.
2. Intermediate skill to relay information and data in a clear, concise, and objective manner to a variety of audiences.
3. General skill to empower and motivate staff to accomplish work tasks and provided input to work unit goals, policies, procedures and objectives.
4. Intermediate skill to introduce changes in the work unit in a positive manner to generate support for the changes and to minimize impact or perceived impact on staff.
5. Intermediate skill to establish and maintain cooperative relations with departmental employees, personnel from other State agencies, staff from federal and State regulatory and/or control agencies, consultants, vendor and/or the public.

C. Ability To:

1. Apply accounting principles, procedures, and office methods to effectively and accurately perform accounting functions.
2. Analyze data and draw sound conclusions to accurately process, provide and interpret accounting information.
3. Analyze situations accurately and adopt an effective course of action.
4. Effective apply interpersonal and communication techniques (e.g., telephone, email, writing) to secure and maintain the respect and cooperation of others to exchange information and/or provide direction to staff and others.
5. Prepare clear, complete and concise reports with the use of CALSTARS software, 10-Key calculator, etc. to provide direction and information on a wide variety of accounting functions.

See following page for additional information

C. Ability to Continued:

6. Make sound decisions and recommendations in regard to accounting functions, while maintaining control of the Department's budget.
7. Plan, organize, and direct the work of others to maintain accounting rules and regulations.
8. Effectively contribute to the Department's EEO Program to meet departmental objectives.
9. Evaluate various situations to ensure employee performance objective standards are met.
10. Intermediate ability to read, comprehend and interpret laws, rules and regulations, policies and procedures, departmental and/or program directives, reports, memos, manuals, and other job related material in order to apply and/or explain in accordance with applicable rules, laws, regulations, etc.
11. Advanced ability to apply mathematical computations to complete accounting functions and ensure accuracy of transactions performed.
12. Intermediate ability to work under pressure of tight timeframes when completing projects and/or assignments.
13. Advanced ability to use standard office equipment and machines, including fax machine, copy machine, telephone, calculator, etc.
14. Advanced ability to be flexible in adapting to changes in priorities, work assignments and other interruptions, which may impact completing or progressing with projects and assignments.
15. Advanced ability to work independently and as a team member to accomplish the goals and objectives of the department.
16. Intermediate ability to plan, organize, review and coordinate the work of others in a diverse workforce.
17. Intermediate ability to effectively contribute to the department's Affirmative Action Program objectives to maintain a fair work environment.
18. Intermediate ability to supervise a diverse workforce within a team environment toward a common objective.
19. Adapt to new programs and procedures to effectively perform job duties.

D. Personal Characteristics:

1. Open to accepting new challenges and work assignments.
2. Work well with others in order to accomplish team goals.
3. Willingness to work on special projects as requested.
4. Willingness to work overtime, weekends or holidays as required to meet the specific deadlines.
5. Professionalism within the workspace.

**ELIGIBLE LIST
INFORMATION**

A departmental promotional eligible list will be established for the Department of Pesticide Regulation. The list will expire 12 months after it is established unless the needs of the service and condition of the list warrant a change in this period.

**VETERANS'
PREFERENCE**

Veterans' preference and career credits are **not granted** in promotional examinations.

GENERAL INFORMATION

The California Department of Pesticide Regulation and the State Personnel Board reserve 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.

Americans with Disabilities Act, Title II: The California Department of Pesticide Regulation (DPR) is committed to a strong policy of equal employment opportunity. To this end, DPR does not discriminate against or exclude any person from participating in the employment process, advancement, benefits of employment, or in the admission and access to programs or activities administered by DPR on the basis of race, color, national origin, ancestry, religion, creed, sex, marital status, sexual orientation, pregnancy, age, veteran status, political affiliation, genetic information or disability (including AIDS) as required by Title II of the Americans with Disabilities Act (ADA). Reasonable accommodations for qualified individuals with disabilities will be made available upon request. Candidates must be able to perform the essential functions of the position with or without reasonable accommodations.

It is the candidate's responsibility to contact the **Department of Pesticide Regulation, Personnel Services Branch/Examination Unit at (916) 322-4553** three days prior to the written 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 Pesticide Regulation, Personnel Services Branch/Examination Unit at (916) 322-4553** 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 www.jobs.ca.gov, local offices of the Employment Development Department, and the Department of Pesticide Regulation.

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 this 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.

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. Ordinarily, oral interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

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 this bulletin.

Promotional Examination only: Competition is limited to employees who have a permanent civil service appointment. 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, 234.2, 235, and 237 contain provisions regarding civil service status and eligibility for promotional examination. These rules may be reviewed at departmental personnel offices or at the information counter of State Personnel Board office.

List appointment after a transfer appointment: Effective May 1, 2008, the State Personnel Board will allow an employee who transferred into a class to take an examination for and later receive a list appointment to the same or lower class. Employees, who take an examination under such circumstances must, however, meet the minimum qualifications and be reachable on the resulting list.

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 examination, investigation may be made of employment records and personal history and fingerprinting may be required.

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

California Relay Telephone Service for the Deaf or Hearing-Impaired

From TDD phones: 1-800-735-2929

From voice phones: 1-800-735-2922
