



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

**PERSONNEL SUPERVISOR I  
PROMOTIONAL EXAMINATION**

Exam Code: 6DM01

**SALARY RANGE: \$3,824-\$4,788**

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, **March 2, 2016**. 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, 4<sup>th</sup> 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:

<https://jobs.ca.gov/pdf/std678.pdf>

**SUBMIT APPLICATIONS ONLY TO THE ADDRESS INDICATED ABOVE.**

**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 **March 2, 2016**.

**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**

**EXPERIENCE:**

One year of experience in the California state service performing the duties of a Personnel Specialist, Range D, Senior Personnel Specialist, or Personnel Services Supervisor I.

**POSITION  
DESCRIPTION AND  
LOCATION**

This is the first supervisory level in the series and incumbents are responsible for one or more personnel transactions programs. Under general supervision, incumbents supervise a staff of Personnel Specialists performing personnel/payroll transactions functions. There may be functional supervision of lower-level Personnel Specialists in geographically separated locations. Incumbents develop and provide training and technical assistance to internal and departmental staff.

**EXAMINATION  
INFORMATION**

This examination will consist of **Training and Experience evaluation weighted 100%**. The Training and Experience evaluation is designed to elicit a range of specific information regarding each candidate's knowledge, skills, abilities, and potential to effectively perform the duties relative to this classification. Responses to the evaluation will be assessed based on pre-determined rating criteria. In order to obtain a position on the eligible list, a minimum overall rating of 70% must be attained in the examination. **COMPETITORS WHO DO NOT COMPLETE THE TRAINING AND EXPERIENCE EVALUATION WILL BE DISQUALIFIED.**

**SCOPE OF  
EXAMINATION**

**A. Knowledge of:**

1. Comprehensive knowledge of current office methods and procedures to ensure compliance with laws, rules, regulations, and control agencies' and Departmental policies.
2. Comprehensive knowledge of equipment (e.g. 10-key calculator, computer hardware and software, etc.) to ensure effective and efficient operations.
3. Comprehensive knowledge of math principles to accurately perform payroll calculations.
4. Comprehensive knowledge of laws, rules, regulations, and Memorandum of Understanding (MOUs), also known as the bargaining contracts, provisions to ensure compliance with control agencies' and Departmental directions.
5. Comprehensive knowledge of personnel record keeping, personnel transactions, payroll, and certification processes used in State departments to ensure accuracy and compliance with the State Controller's Office (SCO).
6. Basic knowledge of a supervisor's responsibility for promoting equal employment opportunity in hiring, employee development, and promotion to encourage a positive work environment.
7. Basic knowledge of maintaining a work environment that is free of discrimination and harassment to comply with Department's policies and procedures.
8. Basic knowledge of the Department's various reporting systems to generate reports (e.g. MIRS) and ensure tasks are completed timely.

See following page for additional information

**SCOPE OF EXAMINATION (CONTINUED)**

**B. Ability to:**

1. Think logically and multitask in order to take appropriate course of action.
2. Apply laws, rules, regulations, and MOU provisions concerning personnel/payroll transactions to ensure compliance with control agencies.
3. Independently interpret and use reference materials such as the Payroll Procedures Manual (PPM), California Leave Accounting System (CLAS), Personnel Administrative Manual (PAM), MOUs, California Department of Human Resources (CalHR) policy memos, SCO pay letters, etc. to ensure compliance with rules and regulations.
4. Give and follow directions to ensure staff is completing assigned tasks in a timely manner.
5. Gather data from various resources to provide recommendations to management.
6. Design and prepare tables, spreadsheets, and charts to present information to staff and management.
7. Advise employees of their rights as it pertains to personnel related issues to ensure employees' entitlements are met.
8. Consult with supervisors on alternative actions which they may take to resolve various transaction situations.
9. Communicate effectively, verbally and in writing, to provide accurate information to customers and management.
10. Operate computer keyboard/terminal using various system applications to effectively and efficiently complete assignments.
11. Establish and maintain cooperative working relations with those contacted during the course of the work to ensure a positive work environment.
12. Organize and prioritize work on a daily basis to ensure assignments are completed timely.
13. Create and/or draft correspondence to employees and management to provide information on relevant issues/matters.
14. Maintain personnel records to ensure accuracy and confidentiality as required by the Information Security Act.
15. Represent the department on intra/interdepartmental teams to establish networking relationships.
16. Coordinate a variety of personnel/payroll transactions including payroll, benefits, etc. to ensure deadlines are met.
17. Research critical transactions and recommend alternative solutions to management for effective resolutions.
18. Plan, organize, direct, and evaluate the work of staff to ensure timely completion of assignments.
19. Analyze work and evaluate processes to ensure consistency and accuracy.
20. Develop and implement effective courses of action to complete daily work.
21. Effectively present ideas and recommendations to management regarding personnel/payroll issues for timely resolutions.
22. Develop staff by assessing training and developmental needs to improve knowledge and performance.
23. Effectively promote equal opportunity in employment to maintain a work environment that is free of discrimination and harassment.

**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/ CAREER CREDITS**

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](http://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.

See following page for additional information

**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