



CALIFORNIA DEPARTMENT OF

Mental Health

www.dmh.ca.gov

PROMOTIONAL SPOT EXAMINATION FOR SACRAMENTO HEADQUARTERS AND NAPA STATE HOSPITAL ACCOUNTING OFFICER (SPECIALIST)

The Department of Mental Health is an Equal Employment Opportunity employer committed to ensuring the rights of every applicant and employee to work in an environment free from unlawful discrimination and harassment and without regard to race, color, sex/pregnancy, gender, age (40 and above), religion, marital status, national origin, ancestry, disability (mental and physical, including HIV/AIDS), medical condition (i.e., cancer or genetic characteristics), political affiliation or opinion, or sexual orientation.

It is the objective of the State of California to achieve a drug-free state workplace. 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.

EXAMINATION TYPE

This is a promotional spot examination for Sacramento Headquarters and Napa State Hospital. Examination and/or Employment Applications will not be accepted on an open basis. Career credits do not apply.

HOW TO APPLY

Please submit an Examination and/or Employment Application (STD. 678) form to the address indicated below. **DO NOT SUBMIT EXAMINATION AND/OR EMPLOYMENT APPLICATION FORMS TO THE STATE PERSONNEL BOARD.**

NOTE: All Examination and/or Employment Application forms must include: "to" and "from" dates (month/day/year); time base; and civil service class titles. Examination and/or Employment Application forms received without this information will be rejected. Resumes will not be accepted in lieu of a completed Examination and/or Employment Application (STD. 678) form.

WHERE TO APPLY

MAIL OR HAND DELIVER EXAMINATION AND/OR EMPLOYMENT APPLICATION FORMS TO:

DEPARTMENT OF MENTAL HEALTH
PERSONNEL, SELECTION SERVICES UNIT
ATTN: SHUET TANG
1600 9TH STREET, SUITE# 121
SACRAMENTO, CA 95814
(916) 654-2351

NAPA STATE HOSPITAL
PERSONNEL OFFICE
2100 NAPA – VALLEJO HIGHWAY
NAPA, CA 94558
(707) 253-5611 / TDD (707) 253-5768

EXAMINATION ELIGIBILITY LIMITATION

Competitors must have a permanent civil service appointment with the Department of Mental Health or meet the provisions of State Personnel Board Rules 234 or 235 as of April 27 2009, the final filing date in order to take this examination.

FINAL FILE DATE

April 27, 2009. Examination and/or Employment Application forms must be **POSTMARKED** no later than the final filing date. Examination and/or Employment Application forms postmarked, personally delivered or received via interagency mail after the final filing date will not be accepted. Examination and/or Employment Application forms must have an original signature; therefore, faxed forms will not be accepted for any reason.

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, mark "yes" on Question #2 on the Examination and/or Employment Application form. The Selection Services Unit will contact you to make special testing arrangements.

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

**IDENTIFICATION
REQUIRED**

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

TESTING PERIODS

A candidate may be tested only once during any testing period. The testing period for this classification is once every 12 months. If you have taken an examination for this classification with the Department of Mental Health, Atascadero, Coalinga, Metropolitan, Napa or Patton State Hospitals or with Salinas Valley or Vacaville Psychiatric Programs, within the last 12 months, you are not eligible to compete in this examination

EXAMINATION DATES

Qualifications Appraisal: It is anticipated that interviews will be held during May/June 2009.

SALARY RANGE

\$3841 - \$4670 per month

**REQUIREMENTS FOR
ADMITTANCE TO THE
EXAMINATION**

It is your responsibility to make sure you meet the education and/or experience requirements stated on this announcement on the date you submit your application. Your signature on your Examination and/or Employment Application form indicates that you have read, understood, and possess the basic qualifications required.

NOTE: All applicants must meet the education and/or experience requirements for this examination by April 27, 2009, the final filing date.

**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**, "or" **III**, etc. 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.

EITHER I

One year of experience in the California state service performing professional accounting or auditing duties of a class with a level of responsibility not less than that of Accountant Trainee or Auditor I. (Applicants meeting the educational requirements who have completed six months of service performing professional accounting or auditing duties of a class with a level of responsibility not less than that of Accountant Trainee or Auditor I will be admitted to the examination, but they must satisfactorily complete one year of this experience before they can be considered eligible for appointment.)

OR II

Experience: One year in the California state service performing the duties of an Accountant I (Specialist) or Accountant I (Supervisor). Applicants meeting the educational requirements who have completed six months of service performing the duties of an Accountant I (Specialist) or Accountant I (Supervisor) will be admitted to the examination, but they must satisfactorily complete one year of this experience before they can be considered eligible for appointment. **AND**

Education:**EITHER I**

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 II

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

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.

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(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.)

Applications must contain a listing of completed professional accounting courses taken and units carried.

OR III

Experience: Two years of increasingly responsible professional accounting or auditing experience. (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 Accountant I.) (Experience in the California state service may be applied toward the total experience requirement of a proportional basis.) **AND**

Education:

EITHER I

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 II

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

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.)

Applications must contain a listing of completed professional accounting courses taken and units carried.

DEFINITION OF TERMS

i.e. -- *Equivalent to graduation from college* – Satisfaction of the requirements for a bachelor's degree from an accredited college or university. Bachelor's degree, completion of the number of units typical of four full years of college (120 or more semester units, of 180 or more quarter units.) This means the applicant must show receipt of a bachelor's degree.

SPECIAL PERSONAL CHARACTERISTIC

Ability to qualify for a fidelity bond.

POSITION DESCRIPTION

Under general supervision, the incumbent will perform professional accounting duties of average difficulty in the establishment and maintenance of accounts and financial records for facility activities, such as maintain accounting records for funds; prepare, review and analyze financial reports, statements, accounts and records; maintain the General Ledgers; reconcile the General Ledger to SCO; review expenditures against allotments; and perform other related duties. Incumbents will exercise moderate control in the administration of established policies and procedures, and will have on-going contacts with program managers, Headquarters, control agencies, local governmental jurisdictions, Federal Government, vendors, and members of the public.

POSITION LOCATION(S)

Positions exist in the Department of Mental Health at Sacramento Headquarters and Napa State Hospital.

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

**EXAMINATION
INFORMATION**

This examination will consist of a qualifications appraisal interview only, weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview. Add, if applicable: *Candidates who do not appear for the interview will be disqualified.*

EXAMINATION SCOPE**Qualifications Appraisal – Weighted 100%****Knowledge of:**

1. Accounting principles and procedures to effectively perform complex accounting functions (e.g., reconciliation's, budgeting, preparation of financial statements, etc.).
2. 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. The uniform accounting system, financial organization, State of California related laws, rules, and regulations to conform with statewide accounting practices and procedures.
4. Business management principles, including office methods and procedures to effectively plan, organize, and direct the workforce.
5. Public finance principles to maintain effective on-going contacts with public entities (e.g., vendors, local/federal governmental jurisdictions, etc.).
6. Business law to effectively interpret and apply contract terms and conditions (e.g., purchase orders, service contracts, etc.).

Ability to:

1. Apply accounting principles and procedures, and office methods to effectively and accurately perform accounting functions.
2. Analyze data and draw sound conclusions to accurately process, provide, and implement accounting information.
3. Analyze situations and data accurately to develop and adopt an effective course of action.
4. Prepare clear, complete, and concise reports (e.g., statistical, penalty, audit, etc.) with the use of various accounting tools (e.g., CALSTARS, software, microfiche, ten-key calculator, etc.) to provide direction and information on a wide variety of accounting functions.
5. Effectively apply interpersonal and communication techniques to secure and maintain the respect and cooperation of others.
6. Communicate effectively in order to exchange information and/or provide direction to staff and others.
7. Apply mathematical computations to complete accounting functions and ensure the accuracy of transactions performed.

**ELIGIBLE LIST
INFORMATION**

Promotional eligible lists will be established for the Department of Mental Health and Napa State Hospital. The eligible lists will be used to fill vacancies at the Department of Mental Health Sacramento Headquarters and Napa State Hospital only. These lists will be in effect for a minimum of 12 months. They will be abolished after 48 months or the completion of a subsequent examination, whichever occurs first.

VETERANS PREFERENCE

Veterans preference credit is not granted in promotional examinations.

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

GENERAL INFORMATION

For an examination without a written feature it is the competitor's responsibility to contact the Department of Mental Health, Selection Services Unit at (916) 654-2351 three weeks after the application deadline date if she/he has not received a progress notice.

If a competitor's notice of oral interview or performance test fails to reach her/him prior to the day of the interview due to a verified postal error, she/he will be rescheduled upon written request.

Examination and/or Employment Application (STD. 678) forms are available at the State Personnel Board, local offices of the Employment Development Department, the Department of Mental Health, and accessible on the internet at www.spb.ca.gov.

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. Competitors who pass will be ranked according to their scores.

The Department of Mental Health 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 law and rules and all competitors will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of competitors and conditions warrant. Ordinarily oral interviews are scheduled in Sacramento. However, locations of interviews may be extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide 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.

General Qualifications: Competitors 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.

High School Equivalence: Equivalence to completion of the 12th 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 competitor 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.

DEPARTMENT OF MENTAL HEALTH

1600 9th Street, Room 121

Sacramento, CA 95814

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

From TDD Phones: 1-800-735-2929

From Voice Phones: 1-800-735-2922