



CALIFORNIA DEPARTMENT OF
Mental Health

www.dmh.ca.gov

PROMOTIONAL EXAMINATION

ASSOCIATE PERSONNEL ANALYST

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 promotional examination for the Department of Mental Health. 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 form (STD. 678) 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 form.

WHERE TO APPLY

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

**DEPARTMENT OF MENTAL HEALTH
PERSONNEL. SELECTION SERVICES UNIT
ATTN: KC CAMPBELL
1600 9TH STREET, ROOM 121
SACRAMENTO, CA 95814
(916) 653-8552**

**EXAMINATION
ELIGIBILITY LIMITATION**

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

**APPLICATION DEADLINE
DATES**

Note: Examination and/or Employment Applications will be accepted on a continuous basis for quarterly testing. Examination and/or Employment Applications postmarked, personally delivered or received via interoffice mail after the application deadline date will be held for the next administration of the examination. The examination title must be indicated on the Examination and/or Employment Application.

Application Deadline Dates for this examination are:

**June 20, 2008
September 19, 2008
December 19, 2008
March 20, 2009
June 19, 2009**

SALARY RANGE

\$4400 - \$5348, per month.

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

ASSOCIATE PERSONNEL ANALYST

KY90/5142/8MHKC

Final Filing Date: CONTINUOUS

**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.

**TRAINING AND
EXPERIENCE EVALUATION**

The Training and Experience Evaluation must be submitted with the Examination and/or Employment Application form in order to participate in this examination. Examination and/or Employment Application forms received without the Training and Experience Evaluation will be rejected. **The Training and Experience Evaluation is included in this bulletin and starts after the 'General Information' page.**

TESTING PERIODS

The testing period for this classification is 12 months. You may not test for this classification more than once in a testing period. 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.

**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 the application deadline date.

**MINIMUM
QUALIFICATIONS**

Experience applicable to one of the following patterns may be combined on a proportional basis with experience applicable to the other pattern to meet the total experience requirements, provided that the combined qualifying experience totals at least 30 months. Education may not be used to reduce this 30-month limit.

Either I

In the California state service, one year of experience performing the duties of a Staff Services Analyst (Range C). (Persons applying experience toward this pattern must have had a full-time assignment in California state service performing technical personnel work.)

Or II

Experience: Either

1. Three years of progressively responsible experience in technical personnel work, at least one year of which shall have been with independent responsibility for analyzing and recommending decisions on difficult personnel problems; or
2. Three years of progressively responsible technical experience administrative or budget analysis, socioeconomic research or some other field which has developed a broad and comprehensive knowledge of personnel management.

(One year of graduate work in public or business administration, personnel industrial relations, psychology, law, political science or a related field may be substituted for six months of the required experience in Pattern II. Experience in California state service applied toward this pattern must include one year of experience performing duties comparable in level of responsibility to those of a Staff Services Analyst. Range C.)

and

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for a maximum of four years of the required education on a year-for-year basis.)

SEE NEXT PAGE FOR ADDITIONAL INFORMATION

(In appraising experience, more weight will be given to the breadth of pertinent experience, and to evidence of the candidate's ability to accept and fulfill increasing responsibilities in personnel work than to the length of his/her experience.)

(Promotional candidates who are within six months of satisfying the experience requirement for this class will be admitted to the examination, but they must fully meet the experience requirement before being eligible for appointment.)

DEFINITION OF TERMS

"performing the duties of . . ." means that the applicant must have the amount of experience in State civil service in the class or have served in a T&D in the class specified.

POSITION DESCRIPTION

Under general direction, on the staff of the Personnel Board or in an operating agency to perform the more responsible, varied and complex technical work of the State personnel management program; to advise and assist operating officials; to act as leadperson for other staff personnel; and to do other related work.

POSITION LOCATION(S)

Positions exist statewide with the Department of Mental Health.

EXAMINATION INFORMATION

This examination will consist of a Training and Experience Evaluation weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained.

EXAMINATION SCOPE

Training and Experience Evaluation – Weighted 100%

Knowledge of:

1. Basic principles, practices and trends of public administration, organization and management.
2. Principles and practices of public personnel management to effectively perform personnel functions (i.e. job analysis, position allocation, consultations, exam planning, adverse actions, etc.).
3. Classification and pay principles and issues to provide analysis and consultation to operating officials.
4. Test construction in order to design and produce materials and conduct examinations for various classifications.

Ability to:

1. Assume and demonstrate independent responsibility for decisions and actions having broad implications on various aspects of personnel management.
2. Provide consultation on applications, examinations, hiring interview options, appointment methods and other employment matters.
3. Independently make decisions and provide recommendations on various aspects of personnel management.
4. Clearly communicate ideas and information in a written and/or oral format.
5. Gain the confidence and cooperation of others in order to establish and maintain good working relationships.
6. Research, interpret and apply laws, rules, regulations and other data relative to employment and testing.

ELIGIBLE LIST INFORMATION

A departmental promotional eligible list will be established for the Department of Mental Health. The names of successful competitors will be merged onto the list in order of final scores, regardless of date. Competitors' eligibility will expire 18 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

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.

Veterans' Preference: California law limits the granting of veterans preference credits to entrance examinations. Veterans, widows, widowers, and the spouse of a disabled veteran may qualify for veterans' preference credits in Open entrance examinations (15 points for disabled veteran; 10 points for other veterans). Applicable points will be added to the final score of all candidates who are successful in this examination, and who qualify for, and have requested these points. Due to changes in the law, which were effective January 1, 1996, CURRENT CIVIL SERVICE EMPLOYEES WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS' PREFERENCE CREDITS. Directions on how to apply for veterans' preference credits are on the Veterans' Preference Application Form (Form 1093) which is available from State Personnel Board Offices, written test proctors, and the Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001.

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.

Career Credits: In open, nonpromotional 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 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 Examination and/or Employment Application (STD. 678) form. (Section 4 of Article VII of the California Constitution is posted at the State Personnel Board, 801 Capitol Mall, Sacramento.)

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



DEPARTMENT OF MENTAL HEALTH

ASSOCIATE PERSONNEL ANALYST

TRAINING & EXPERIENCE EVALUATION
8MHKC

Name: _____
(Printed)

Address: _____
(Number) (Street)

(City) (State) (Zip)

YOU MUST SUBMIT YOUR COMPLETED TRAINING & EXPERIENCE EVALUATION WITH YOUR EXAMINATION AND/OR EMPLOYMENT APPLICATION FORM (STD. 678), IN ORDER TO RECEIVE A SCORE IN THIS EXAMINATION.

SUBMIT BY MAIL OR IN PERSON TO:

**PERSONNEL, SELECTION SERVICES UNIT
ATTN: KC CAMPBELL
1600 9TH STREET, ROOM 121
SACRAMENTO, CA 95814
(916) 653-8552**

NOTE: Original signatures are required; therefore, faxed application packages will not be accepted for any reason.

I certify under penalty of perjury that the information I have entered on this Training & Experience Evaluation is true and correct. I further understand that any false, incomplete or incorrect statements may result in my disqualification from this examination.

Printed Name: _____

Signature: _____

Date: _____

INSTRUCTIONS

The Associate Personnel Analyst examination consists of the attached Training & Experience Evaluation, which will be used to evaluate your education, training, experience, and familiarity with or understanding of various job related subject areas.

The Training & Experience Evaluation is weighted 100% and will be used to determine your final score and rank for this examination. It is important that you fill out the evaluation completely and accurately. **YOUR RESPONSES ARE SUBJECT TO VERIFICATION.**

Candidates receiving a successful score on this examination will be placed on the employment lists and may be considered for an employment interview for an existing position or future vacancies with the Department of Mental Health, including Atascadero, Coalinga, Metropolitan, Napa or Patton State Hospitals and Salinas Valley and Vacaville Psychiatric Programs. Successful candidates will have 18 months of eligibility on the employment list.

Examination results will be mailed approximately 4 to 6 weeks after each application deadline date.

Please mark the appropriate box for all items

SECTION 1 – EXPERIENCE

	4 or more yrs. experience	2½ to 4 yrs. experience	1 to 2½ yrs. experience	0-12 mos. experience
1. Please indicate the amount of experience you have working in a program, with major emphasis in the following Human Resource areas:				
A. Classification & Pay	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Examinations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Health & Safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Transactions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Equal Employment Opportunity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Labor Relations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Please indicate the amount of experience you have:				
A. Interpreting/Applying Bargaining Unit provisions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Developing/Writing Adverse Actions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Reviewing/Approving Out of Class Assignments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Responding to Merit Issue Complaints	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Please indicate the amount of experience you have:				
A. Responding to the most sensitive and difficult inquiries	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Responding to difficult clients, in person or on the phone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Setting and adjusting priorities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Preparing and providing analysis related to Human Resources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Please indicate the amount of experience you have in:				
A. Developing position allocations and guidelines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Developing position justifications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Developing exam materials (i.e., bulletins, planning documents, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Acting as a subject matter expert	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Conducting Job Analysis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Please indicate the amount of experience you have:				
A. Demonstrating initiative, creativity and flexibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Making decisions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Communicating both verbally and in writing with people	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	4 or more yrs. experience	2½ to 4 yrs. experience	1 to 2½ yrs. experience	0-12 mos. experience
6. Please indicate the amount of experience you have:				
A. Acting as a lead over projects and staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Training subordinate technical and clerical staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Coordinating the work of technical and clerical staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Please indicate the amount of experience you have:				
A. Developing training materials for an HR discipline	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Conducting Training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Analyzing situations and taking effective actions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Providing consultation and advice to management on personnel issues	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Developing procedure manuals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Conducting desk audits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Please indicate the amount of experience you have:				
A. Providing advice and assistance on difficult personnel management problems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Making presentations to State Personnel Board or Department of Personnel Administration staff on personnel issues	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Interpreting civil service law, rules, and procedures for management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Please indicate the amount of experience you have:				
A. Performing research in specific areas of public personnel management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Representing the department or facility at meetings or conferences	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Writing and/or establishing procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Reviewing proposed personnel actions for conformity with regulations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Serving as Chairperson on Qualifications Appraisal Panels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Planning, organizing, and coordinating a recruitment program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G. Representing the agency before employees and employee organizations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Please indicate your experience or involvement in:				
A. Board Items	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. CEA and/or Exempt Packages	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. CEA Exams and Appointments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Serving on or participating on Task Forces/Committees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4 or more yrs. experience				
2½ to 4 yrs. experience				
1 to 2½ yrs. experience				
0-12 mos. experience				

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

11. Please indicate your experience or involvement in:

- A. Succession Planning
- B. Workforce Analysis
- C. HR modernization
- D. Performance measurements/standards
- E. Application/enforcement of EEO Goals and Timetables

SECTION 2 – EDUCATION

Please indicate your education (check one box only):

- 1. High School Graduate or Equivalent
- 2. 60 units or more (equivalent to AA Degree)
- 3. 120 Units or more (equivalent to BS Degree)
- 4. Masters Degree or Higher

SECTION 3 – TRAINING

Please indicate your training in the following areas (you may check more than one box):

- 1. Human Resources Certificate Program
- 2. Selection Analyst Certificate Program
- 3. Classification & Pay Training Program
- 4. Disciplinary Process Training

This concludes the Training & Experience Evaluation.

Please submit this evaluation with the Conditions of Employment form, MH 3024 (next page), and your Examination and/or Employment Application (Std. 678) form, per the instructions on the examination bulletin and Page 1 of this evaluation form.

NAME (please print) _____
FIRST MI LAST

EXAM TITLE _____

EXAM CODE _____

TYPE OF APPOINTMENT YOU WILL ACCEPT

- Permanent/Full Time Other than Permanent/Full Time Both

Please check your choices - you will not be offered a job in locations not checked...If more than 5 checks are made, you may be considered available for work anywhere in the state.

- ANYWHERE IN THE STATE - If checked, no further selection is necessary.

LOCATIONS IN WHICH YOU ARE WILLING TO WORK

- (3400) Headquarters, Sacramento
Sacramento, CA
- (4001) Atascadero State Hospital
Atascadero, CA
- (1002) Coalinga State Hospital
Coalinga, CA
- (1945) Metropolitan State Hospital
Norwalk, CA
- (2802) Napa State Hospital
Napa, CA
- (3619) Patton State Hospital
Patton, CA
- (2705) Salinas Valley Psychiatric Program
Soledad, CA
- (4810) Vacaville Psychiatric Program
Vacaville, CA



Please notify the Department of Mental Health of any changes in your address or availability for employment.