ASSOCIATE PROGRAMMER ANALYST (SPECIALIST)

MONTHLY SALARY: $4,316-5,247

MINIMUM QUALIFICATIONS: Experience applicable to one of the following patterns may be combined on a proportional basis with experience applicable to other patterns to meet the total experience requirement.

Either I

- One year of experience in the California State civil service performing duties comparable to a Programmer II.

OR II

- Eighteen months of progressively responsible experience in Information Technology systems study, design, and programming, which shall have included responsibility on an informational technology system project for analyzing operational methods and developing computer programs to meet desired results. One year of experience in this pattern must include responsibilities under general supervision to plan and develop programs to be processed on information technology systems equipment, perform systems analysis, or systems programming work.

OR III

- Equivalent to graduation from a recognized college or university with a minimum of 24 semester or 36 quarter units in Information Technology-related coursework. (Registration as a senior in a recognized institution will admit applicants to the examination, but they must produce evidence of graduation or its equivalent before they can be considered eligible for appointment.)

Applicants will be required to verify that they meet the minimum qualifications on their application prior to receiving an offer of employment from a state department. The State Personnel Board may also request verification at any time.

EXAMINATION INFORMATION:

This is an **open continuous examination**. Applications will not be accepted on a promotional basis. Career Credits do not apply.

SCOPE OF TEST:

The written test will be a computer-based written test weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70% must be obtained. The written test will consist of questions that measure the candidate's ability to:

1. Write complex programs, develop program specifications and use of appropriate tools.
2. Analyze information and situations, identify problems, draw valid conclusions, develop effective solutions and use of appropriate tools.
3. Reason logically and creatively.

EXAM RESULTS AND ELIGIBILITY:

The written test will be immediately scored by the computer and test results issued. All successful candidates are placed in one of six ranks. Candidates in the first three ranks are immediately reachable for employment. Any state department may utilize the eligible list established by this examination to fill vacant positions.

A candidate may only test once in a 12 month period. Names of successful candidates will be merged onto the eligible list in order of final scores regardless of test date. Eligibility expires 18 months after it is established; competitors must retest to reestablish list eligibility.

HOW TO APPLY:

1. All applicants must apply for this examination via the Internet. **DO NOT** mail or deliver a standard state application form to the SPB. **Testing will be scheduled continuously in Sacramento and in other locations, as needed.**
2. Go to the **SPB Web site link below** and select **Take or Schedule an Exam**, and then select **Associate Programmer Analyst**. **Testing slots are limited and are assigned on a first-come basis, until filled.** If all testing slots are filled, applicants will not be able to apply or schedule a test until new testing slots are released.
3. When testing slots are available, applicants can select from amongst available testing location(s). A self-selected User ID and Password is utilized to access the on-line application and scheduling system. Applicants with a current User ID and Password for the SPB on-line application system, may log-in utilizing that information. Otherwise, applicants must establish a new User ID and Password to access the on-line application and scheduling system.
4. Upon entering the exam scheduling system, applicants will respond to a series of questions that are intended to determine whether or not they meet the above-stated minimum qualifications (MQs). An immediate MQ determination is made after all questions are answered. If an applicant is deemed to meet the MQs, he/she must complete the on-line application. If an applicant has previously completed an on-line application on the SPB Web site, his/her information will automatically be transferred from that application. New users must complete the on-line application General Information (Section 1 of 5) for this examination.
5. Applicants can select a testing date and time, from the list of available testing slot(s). The system will generate a Notice to Appear for the written test. This notice contains the Applicant's candidate ID number, and the date, time and location to appear for the computer-based written test. Applicants must print this notice and bring it to the test site, along with required identification, when they appear for the written test.
6. Applicants are not contacted by SPB prior to their scheduled test date. It is the applicant's responsibility to arrive at the test site before the scheduled test time and to bring all required identification. No applicant will be allowed into the test site, once the testing process has begun. If an applicant is unable to appear at the scheduled test or arrives late, he/she will have to return to the SPB Web site and reapply for this examination when testing slots are available.

APPLY AND SCHEDULE AN EXAM ON THE INTERNET AT:

http://www.spb.ca.gov/employment/exam_start.htm

Please note that the Internet exam system is unavailable on Tuesdays between 7:30 a.m. and 1:00 p.m., Pacific Standard Time (PST) due to processing and maintenance. It generally takes a 1/2-hour to complete the on-line application process. DO NOT begin at least one hour before this time, as your record WILL NOT be processed if you are not finished by 7:30 a.m. PST.

State Personnel Board · 801 Capitol Mall · Sacramento · CA · 95814
(916) 653-1705 / TTY (916) 654-6336

REQUIRED IDENTIFICATION:

Accepted applicants are required to bring either a photo identification or two forms of signed documentation when they appear for the written test.

SPECIAL TESTING ARRANGEMENTS:

If you are disabled and need special assistance or special testing arrangements, contact the State Personnel Board, Examination and Selection Services Section at (916) 653-1502, TTY (916) 654-6336, or via the California Relay Service for the deaf or hearing impaired from TTY Phones at 1-(800)735-2929 or from voice phones at 1-(800) 735-2922.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION:

All applicants must meet the education and/or experience requirements on the date they complete and submit an application and schedule a written test via the Associate Programmer Analyst (Specialist) Internet application process.

State employees who are currently appointed to a permanent, full-time position at the Associate Programmer Analyst (Specialist) level or higher, may not take this examination per Government Code Section 18935(b).

POSITION DESCRIPTION:

Under general supervision, independently performs programming and analysis work, and/or acts as a leader of a team of programmers, and/or participates with other programmer analysts on projects of a very complex nature or unusually broad scope.

VETERANS PREFERENCE:

Veterans Preference credits will be added to the final score of all competitors who are successful in the Written Test and who qualify for, and have requested these points. Due to changes in the law, which was effective January 1, 1996, VETERANS WHO ACHIEVE PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS PREFERENCE CREDITS.

QUESTIONS:

If you have any questions concerning this examination or announcement, please contact the State Personnel Board, Employment Service Center, 801 Capitol Mall, Sacramento, CA, 95814, at (916) 653-1502 or TTY (916) 654-6336.

GENERAL INFORMATION:

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 the examination described on this bulletin 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.

The State Personnel Board 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 candidates and 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 from one to four years unless otherwise stated on this bulletin.

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, investigations may be made of employment records and personal history and finger printing 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 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; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.