

**THIS CANCELS AND SUPERSEDES THE PREVIOUS BULLETIN RELEASED ON APRIL 24, 2009**



[www.dmh.ca.gov](http://www.dmh.ca.gov)

**OPEN SPOT EXAMINATION FOR METROPOLITAN, NAPA AND PATTON  
STATE HOSPITALS, SALINAS VALLEY AND VACAVILLE PSYCHIATRIC  
PROGRAMS**

**SENIOR PERSONNEL 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 an open spot examination for Metropolitan, Napa and Patton State Hospitals, and Salinas Valley and Vacaville Psychiatric Programs for the Department of Mental Health. Examination and/or Employment Applications will not be accepted on a promotional 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:

**METROPOLITAN STATE HOSPITAL  
SELECTION SERVICES UNIT  
11401 SOUTH BLOOMFIELD AVENUE  
NORWALK, CA 90650  
(562) 863-7011 / TDD (562) 863-1743**

**PATTON STATE HOSPITAL  
HUMAN RESOURCES-EXAM/HIRING  
3102 EAST HIGHLAND AVENUE  
PATTON, CA 92369  
(909) 425-7000 / TDD (909) 862-5730**

**NAPA STATE HOSPITAL  
PERSONNEL OFFICE  
2100 NAPA – VALLEJO HIGHWAY  
NAPA, CA 94558-6293  
(707) 253-5611 / TDD (707) 253-5768**

**SALINAS VALLEY PSYCHIATRIC PROGRAM  
SELECTION SERVICES UNIT  
P.O. BOX 1080  
SOLEDAD, CA 93960  
(831) 678-5500 EX. 7320**

**VACAVILLE PSYCHIATRIC PROGRAM  
P.O. BOX 2297  
VACAVILLE, CA 95696  
(707) 449-6514**

**SEE REVERSE SIDE FOR ADDITIONAL INFORMATION**

**SENIOR PERSONNEL SPECIALIST**

**KY36/1317**

**FILE FILING DATE: 05/22/2009**

**9ML95/9NH16/9PT12/9MN93 / 9HG92**

<b>EXAMINATION ELIGIBILITY LIMITATION</b>	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.
<b>FINAL FILE DATE</b>	<b>May 22, 2009.</b> Examination and/or Employment Application forms must be <b>POSTMARKED</b> 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 <u>must have</u> an original signature; therefore, faxed forms will not be accepted for any reason.
<b>SPECIAL TESTING ARRANGEMENTS</b>	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
<b>IDENTIFICATION REQUIRED</b>	Note: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.
<b>EXAMINATION DATES</b>	Qualifications Appraisal: It is anticipated that interviews will be held during June or July, 2009.
<b>SALARY RANGE</b>	<b>\$3,658 – \$4,446, plus an annual recruitment &amp; retention bonus of \$2,400.</b> (The salaries in this bulletin may not reflect any additional bonuses. You should verify the salary level(s) and a special bonus with the department personnel office before making any commitments).
<b>REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION</b>	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 <u>read</u> , <u>understood</u> , and <u>possesses</u> the basic qualifications required.  NOTE: All applicants must meet the education and/or experience requirements for this examination by the final filing date.
<b>MINIMUM QUALIFICATIONS</b>	One year of experience in the California state service performing the duties of a Personnel Specialist, Range D, or a Personnel Services Specialist II.
<b>ADDITIONAL DESIRABLE QUALIFICATIONS</b>	Familiarity with automated systems.
<b>POSITION DESCRIPTION</b>	The Senior Personnel Specialist, under general direction, serves as the expert staff resource responsible for the most difficult and complex personnel/payroll issues. As a “staff specialist”, researches critical personnel problems and recommends alternative solutions; develops and maintains specialized training program; reviews various control agency letters, memos, and bargaining contract provisions, and develops/revises internal procedures as necessary; prepares management reports, spreadsheets, and charts; drafts correspondence; functions as a term member on personnel-related projects; are coordinators for a variety of personnel/payroll programs, e.g., FMLA; may act in a lead role (i.e., training, workload, etc.) over lower level staff; and does other related work.
<b>POSITION LOCATION(S)</b>	Positions exist at Metropolitan, Napa and Patton State Hospitals, and Salinas Valley, and Vacaville Psychiatric Programs.
<b>EXAMINATION INFORMATION</b>	<b>This examination will consist of a Qualifications Appraisal Interview only, weighted 100%.</b> In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. <b><i>Candidates who do not appear for the interview will be disqualified.</i></b>
<b>EXAMINATION SCOPE</b>	<b>Qualifications Appraisal – Weighted 100%</b>
	<p><b>KNOWLEDGE OF:</b></p> <ol style="list-style-type: none"> <li>1. Current office methods, procedures and equipment.</li> <li>2. Laws, rules, regulations, and bargaining contract provisions affecting personnel record keeping, personnel transactions, payroll, and certification processes used in State departments.</li> </ol>

**SEE NEXT PAGE FOR ADDITIONAL INFORMATION**

3. Laws, rules, regulations and bargaining contract provisions affecting personnel record keeping, personnel transactions, payroll, and verification processes used in State departments.

**ABILITY TO:**

1. Think logically, multitask, and apply laws, rules, and regulations and bargaining contract provisions concerning personnel transactions.
2. Independently interpret and use reference material.
3. Give and follow directions.
4. Gather data.
5. Advise employees of their rights.
6. Consult with supervisors on alternative actions which they may take on various transactions situations.
7. Communicate effectively.
8. Establish and maintain cooperative working relations with those contacted during the course of the work
9. Organize and prioritize work.
10. Maintain personnel records.
11. Coordinate a variety of personnel/payroll transactions.
12. Research critical transactions and recommend alternative solutions.

**ELIGIBLE LIST INFORMATION**

Departmental open eligible lists will be established for Metropolitan, Napa and Patton State Hospitals, Salinas Valley and Vacaville Psychiatric Programs for the Department of Mental Health. The lists will be used to fill vacancies at Metropolitan, Napa and Patton State Hospitals, Salinas Valley and Vacaville Psychiatric Programs only. The 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 will be added to the final score of all competitors who are successful in this examination and who qualify for, and have requested, these points.

**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](http://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.)

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**DEPARTMENT OF MENTAL HEALTH**

1600 9<sup>th</sup> Street, Room 121  
Sacramento, CA 9581

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

**SEE NEXT PAGE FOR ADDITIONAL INFORMATION**