

#  Legislative Representative, Department of Education

**Departmental Open Exam**

**Exam ID: 8EDBB**

**Department(s):** Department of Education

**Bulletin Release Date:** October 24, 2018

**Final Filing Date:** Continuous

**Exam Administration cut-off dates:**

* 1st Quarter – February 12, 2019
* 2nd Quarter – March 29, 2019
* 3rd Quarter – May 29, 2019
* 4th Quarter – September 16, 2019
* 5th Quarter – December 16, 2019

**Salary:** Monthly Ranged Salary - $7,146.00 to $8,068.00

**Employment Type:**

* Permanent Full-time
* Permanent Part-time
* Permanent Intermittent
* Limited Term Full-time
* Limited Term Part-time
* Limited Term Intermittent

**Exam Type:** Spot Exam

**Location(s):** Sacramento County

## Introduction

Applications are accepted on a continuous basis and will be processed quarterly. Applications must be received in this office prior to the cut-off date. Applications received after the cut-off date will be placed in the next quarterly administration.

## Who Should Apply

Candidates who meet the minimum qualifications as stated below may apply for this examination any time. Once you have list eligibility, you may not reapply for twelve (12) months from your eligibility date. All applicants must meet the education and/or experience requirements as stated on this examination announcement. Candidates that are unsuccessful in the exam must wait 6 months from the testing date before reapplying to take the exam.

## Filing Instructions

To apply for this examination, you must submit a complete examination package. The following documents comprise a complete application package.

* Completed Examination/Employment Application (STD. 678)
* Qualifications Assessment Questionnaire and signed Affirmation Statement
* Evidence of completion of required education (e.g., copy of transcript or diploma)

**\***Proof of education is only required if qualifying under Pattern 3 of the Minimum Qualifications.

**NOTE: Application package submitted without all of these documents will be rejected.**

To obtain copies of the Examination/Employment Application, the Qualifications Assessment Questionnaire, and Affirmation Statement go to the California Department of Education Exam Bulletin web page at: <http://www.cde.ca.gov/re/di/jb/ssoexam.asp>.

STD 678 applications must be received or postmarked no later than the final filing date. Dates printed on Mobile Bar Codes, such as Quick Response (QR) Codes available at the USPS, are not considered Postmark dates for the purpose of determining timely filing of an application. Faxed or emailed applications will not be accepted. Applications received after the cut-off date, personally delivered or received via interoffice mail after 5:00 p.m. on the cut-off date will be held for the next administration of the examination. The examination title must be indicated on the application.

**File by mail or in person:**

**California Department of Education
Selection Services Office
1430 N Street, Suite 1802
Sacramento, CA 95814-5901**

## Special Testing Arrangements

If you have a disability and wish to participate in one of our testing services, programs, or activities and require a specific accommodation, please mark the appropriate box for Question #2 on the Examination/Employment Application form. You will be contacted to make specific arrangements.

TTY is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TTY device. Users may contact the California Relay Service TTY line at 1-800-735-2929, voice line at 1-800-735-2922 or 7-1-1(TTY and voice).

## Minimum Qualifications

### Experience Requirements:

#### Either I

One year of experience in the California state service performing analytical duties involving legislation related to the field of education, in a class equivalent in level of responsibility to Associate Governmental Program Analyst. (Applicants who are within six months of completion of this requirement will be admitted to the examination, but they must satisfactorily complete one year of this experience before they can be eligible for appointment.)

#### Or II

One year of experience in the State of California Office of the Legislative Analyst, the California State Legislature or a private organization representing kindergarten through twelfth grade educational interests before the California State Legislature performing analytical duties involving legislation directly related to programs administered by the California Department of Education.

#### Or III

**Experience:** Five years of progressively responsible experience performing duties involving analytical studies of legislation and making legislative contacts and appearances. At least two years of this experience shall have been related to the field of K-12 education. (Possession of a Master's Degree in public, personnel, business, or educational administration or a related field may be substituted for one year of the required general experience.) **And**

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

Experience in the California state service applied toward the requirements in Patterns II and III must include one year in a class equivalent in level of responsibility to duties performed in the class of Associate Governmental Program Analyst.

## Position Description

Under administrative direction, to oversee a significant portion of the department's legislative program including serving as liaison between the department and the California State Legislature on assigned bills, reviewing legislative bill analysis, making recommendations based upon legislative analysis to departmental administrators, the State Board of Education, and legislative committees, and supervising subordinate staff; and to do other related work.

## Examination Scope

This examination will consist of a Qualifications Assessment Questionnaire weighted 100%. In order to obtain a position on the eligible list, a minimum score of 70% must be attained.

In addition to evaluating applicants’ relative knowledge, skills, and ability, as demonstrated by quality and breadth of education and experience, emphasis will be on measuring competitively, relative job demands, and each applicant’s:

### Knowledge of:

1. Trends in public education pertaining to issues which include early learning, preschool, K-12 and higher education.
2. Legislative processes in order to advocate effectively on behalf of the California Department of Education (CDE) and State Superintendent of Public Instruction.
3. Provisions of Federal and State legislation and administrative regulations relating to general education, special education, compensatory education, and other related educational programs.
4. Principles and practices of supervision, personnel administration and budgeting.
5. The Department’s Equal Employment Opportunity Program objectives.
6. A supervisor’s role in the Equal Employment Opportunity and the processes available to meet Equal Employment Opportunity objectives.
7. Computer software (i.e., Microsoft Office, Excel, etc.) for the effectiveness and efficiency of communications and completion of reports.

### Ability to:

1. Establish and maintain effective communications with legislators, legislative staff members, legislative committees, the Legislative Analyst, the Department of Finance, other local, State and Federal agencies, and the State Department of Education in the avocation of issues pertaining to early learning, preschool, K-12 and higher education.
2. Supervise subordinates in the introduction and completion of complex legislative bills/measures.
3. Analyze legislation and recommend appropriate action to Department administrators and to the Legislature relating to general education, special education, compensatory education, and other related educational programs.
4. Speak and write effectively in order to advocate on issues pertaining to early learning, preschool, K-12 and higher education.
5. Effectively contribute to the Department’s Equal Employment Opportunity Program objectives.
6. Effectively work under pressure in order to complete assignments in a timely manner.

## Special Personal Characteristics

1. Demonstrated ability to work effectively in a legislative setting.
2. Willingness to travel throughout the State.

## Disclaimer

Review the official California State Personnel Board class specifications at: <https://calcareers.ca.gov/CalHRPublic/Tools/ClassSalarySearch.aspx>.

## Eligible List Information

A Departmental Open spot eligible list will be established for the California Department of Education in Sacramento county. The names of successful competitors will be merged onto the list in order of final scores, regardless of date. Competitor’s eligibility will expire 24 months after it is established. Applicants must then retake the examination to reestablish eligibility.

## Veterans’ Preference

Veterans' Preference will be granted for this examination. Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligibility list. This section shall not apply to any veteran who has been dishonorably discharged or released. (See “General Information” on this bulletin for additional information and direction on how to apply for Veterans’ Preference).

## Career Credits

Career Credits will not be added to the final score of this examination.

## Requirements for Admittance to the Examination

NOTE: All applicants must meet the education and/or experience requirements for this examination at the time the application is submitted. Your signature on your application indicates that you read, understand, and possess the minimum qualifications required.

NOTE: All applications must include: “to” and “from” dates (month/day/year), time base, civil service or private sector titles, and the duties performed. Applications received without this information will be rejected. Your signature on your application indicates that the information provided is true and complete to the best of your knowledge.

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 requirements.

## Selection Plan

This examination will consist of an evaluation of each candidate’s Qualifications Assessment Questionnaire. For this reason it is important that each candidate accurately and completely fill out his or her application package as instructed.

Applications will be accepted on a continuous basis. Testing is considered continuous, as new test dates can be set at any time as departmental needs warrant. Each new cut-off (final filing) date will be publicized to ensure that applicants have adequate time to complete and submit an application.

**NOTE:** If conditions warrant, this examination may utilize an evaluation of each candidate’s experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care in accurately and completely filling out his or her application. List all experience relevant to the “Requirements for Admittance to the Examination” shown on this announcement, even if that experience goes beyond the seven-year limit printed on the application. Supplementary information will be accepted, but read the “Requirements for Admittance to the Examination” carefully to see what kind of information will be useful to the staff doing the evaluation.

## Contact Information

For more information regarding this examination, please contact the exam analyst at 916-319-0857.

## Equal Opportunity Employer

The California Department of Education strives to maintain a diverse workforce and be an equal opportunity employer to all regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding, and related medical conditions), and sexual orientation.

## Drug Free Statement

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.

## General Information

For an examination without a written feature, it is the candidate's responsibility to contact the testing department three weeks after the final filing date if he/she has not received his/her notice.

Applications are available at <http://www.jobs.ca.gov/>, California Department of Human Resources (CalHR) offices, local offices of the Employment Development Department and the testing department on this job bulletin, and through your CalCareer account <https://www.jobs.ca.gov/CalHRPublic/CreateNewAccount.aspx>.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the 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.

The testing department 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 laws and rules and all competitors will be notified.

Candidates needing special testing arrangements due to a disability must mark the appropriate box on the application and/or contact the testing department.

## General Qualifications

Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and the 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.

## 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) servicewide promotional, 5) departmental open, or 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 the bulletin.

## Veterans’ Preference

1. Effective January 1, 2014, in accordance with Government Codes Section 18973.1, and 18973.5, Veterans’ Preference will be awarded as follows: Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for veterans’ preference.
2. An entrance examination is defined, under the law, as any open competitive examination.
3. Veterans’ Preference is not granted once a person achieves permanent civil service status.

## How to Apply for Veterans’ Preference

The California Department of Human Resources (CalHR) verifies veteran status. Directions to apply for Veterans’ Preference are on the Veterans’ Preference Application (CalHR Form 1093) at <https://www.calcareers.ca.gov/CalHRPublic/Landing/Jobs/VeteransInformation.aspx>. Information is also available at the Department of Veterans Affairs.