



Department of Housing and Community Development
DEPARTMENTAL PROMOTIONAL EXAMINATION
ASSOCIATE ACCOUNTING ANALYST – 5CD05

The Department of Housing and Community Development (HCD) Mission Statement: Provide leadership, policies and programs to preserve and expand safe and affordable housing opportunities and promote strong communities for all Californians.

The State of California is 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.

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.

WHO SHOULD APPLY

This is a promotional examination for the Department of Housing and Community Development. Competition is limited to individuals who meet the minimum qualifications and :

1. Have a permanent civil service appointment with the Department of Housing and Community Development. California Department of Human Resources Rules 233, 234, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examinations; or
2. Are a current or former employee of the Legislature for two or more years as defined in Government Code 18990; or
3. Are a current or former non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code 18992; or
4. Are a person retired from the United States military, honorably discharged from active military duty with a service disability, or honorably discharged from active duty as defined in Government Code 18991.

HOW TO APPLY

Standard State Application (STD.678) is located at: <http://jobs.ca.gov/pdf/std678.pdf> and may be filed by mail or in person with:

Department of Housing and Community Development

Attn: Recruitment

File by Mail:

P.O. Box 952050
Sacramento, CA 94252-2050

File in Person:

2020 W. El Camino Ave., Suite 350
Sacramento, CA 95833

SUBMIT APPLICATIONS ONLY TO THE ADDRESS INDICATED ABOVE. DO NOT SUBMIT APPLICATIONS TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES (CALHR).

FINAL FILING DATE

MAY 13, 2015

Applications (Form 678) must be **RECEIVED OR POST MARKED** no later than the final filing date. **FAXED OR E-MAILED APPLICATIONS WILL NOT BE ACCEPTED.** Applications postmarked, personally delivered or received via interoffice mail **AFTER THE FINAL FILING DATE WILL NOT BE ACCEPTED FOR ANY REASON. THE EXAMINATION TITLE MUST BE INDICATED ON THE APPLICATION.**

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Application for Examination". You will be contacted to make specific arrangements.

EXAMINATION DATE

There is no examination date. This is an Education and Experience Exam weighted 100%

SALARY RANGE

\$4,711 - \$5,900

ELIGIBLE LIST INFORMATION

A departmental promotional eligible list will be established for the Department of Housing and Community Development. The list will be abolished 24 months after it is established unless the needs of the service and conditions of the list warrant a change in this period. All candidates meeting the requirements for admittance to the exam will be placed on the eligible list in one of the three ranks.

NOTE: Transfer of list eligibility is not permitted from a list established by an E&E examination to a list established by any other type of examination.

THE POSITION

Position Description

Associate Accounting Analysts independently perform the more complex analytical and advisory duties and may act as leadperson, but is not responsible for the direct supervision of other Accounting Analysts or accounting staff. Examples of assignments may include the handling of professional accounting responsibilities related to the establishment, maintenance and reporting of accounting records, such as establishing new accounts, monitoring fund balances, analyzing appropriateness of transactions, approving expenditures, certifying availability of funds, and other related work.

Positions exist in the Department of Housing and Community Development in Sacramento.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

NOTE: All applicants must meet the education and/or experience requirements as stated on this examination bulletin as of the date the test is taken. Click on the link below to review the California Department of Human Resources class specifications which contain the requirements for admittance to the exam: [Class Specifications](#).

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.

Education Requirement

Either I

Equivalent to graduation from college with a 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 the equivalent of 45 semester units given by a collegiate-grade residence or correspondence institution, of which 24 units must include courses in financial accounting, managerial accounting, first semester intermediate accounting and advanced accounting (or second semester intermediate accounting), fund/governmental accounting, cost accounting, auditing, business law, and computer applications/management information systems. (Persons who will complete course work requirements 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.)

and

Experience Requirement:

Either I

One year experience in the California state service performing accounting analyst, professional accounting, accounting systems or auditing duties at a level of responsibility equivalent to Accounting Analyst, Range C.

Or II

Three years of increasingly responsible accounting analyst, professional accounting, accounting systems or auditing experience in a governmental or private setting. (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 Accounting Analyst, Range C.)

Promotional candidates who have completed the education requirement and 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.

SPECIAL PERSONAL CHARACTERISTICS

Ability to qualify for a fidelity bond.

ADDITIONAL DESIRABLE QUALIFICATIONS

Preferred additional education includes courses in statistics, business finance, mathematics, college composition, speech/oral communications and/or business composition.

EXAMINATION INFORMATION

This examination utilizes an evaluation of education and experience (E&E) weighted 100%, and is based solely upon information provided with the application. Information provided with the application will be assessed compared to a standard developed in relation to the elements of the job and linked to the knowledge and abilities required on the job.

Special care should be taken in submitting a complete description of your education and experience relevant to the typical tasks, scope and minimum qualifications stated on this announcement. Supplemental information will be accepted but competitors should read the announcement carefully to determine what kind of information will be useful to those individuals completing the evaluation.

The Department of Housing and Community Development reserves the right to revise the examination plan to better meet the needs of the service if circumstances under which this examination was planned change. Such a revision will be in accordance with civil service law and rules and all competitors will be notified.

SCOPE

Ratings will be determined based on the depth and breadth of professional education and experience beyond what is minimally required. Emphasis will be placed on measuring:

- A. Knowledge of:
1. Accounting principles and procedures.
 2. Governmental accounting and budgeting.
 3. Principles of electronic data processing.
 4. Principles of policy formulation.
 5. Statistical methods.
 6. Principles of finance.
 7. Business law.
 8. Principles of business management.
 9. The uniform accounting system and the financial organization and procedures of the State of California, policies, rules and regulations of the Legislature, State Controller, State Treasurer, Department of Finance, and central control agencies as they relate to State agency financial management activities.
- B. Ability to:
1. Apply accounting principles and practices.
 2. Analyze data and draw sound conclusions.
 3. Analyze situations accurately and adopt an effective course of action.
 4. Prepare clear, comprehensive and concise reports.
 5. Apply principles of finance and develop financial policy.
 6. Apply statistical methods.
 7. Analyze a variety of accounting data.
 8. Identify trends, make projections and draw conclusions.
 9. Make sound decisions and recommendations with regard to accounting problems.
 10. Work closely with operating managers to identify accounting office capabilities as they apply to a variety of program needs.
 11. Establish and maintain cooperative relations with those contacted in the work.
 12. Interpret and apply laws, rules, standards and procedures.
 13. Communicate effectively.

CAREER CREDIT INFORMATION

Career Credits will not be added to the final score for this examination, because it does not meet the requirements to qualify for Career Credits.

VETERANS' PREFERENCE POINTS

Veterans' Preference credit is not granted in promotional examinations.

GENERAL INFORMATION

If you meet the requirements stated on this examination 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 rated against a predetermined job-related rating, and all candidates who pass will be ranked according to their scores.

The Department of Housing and Community Development reserves the right to revise the examination plan to better meet the needs of the service, should 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 contact the testing office at the phone number or email listed above.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, 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) service-wide promotional, 5) departmental open, and 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: Effective January 1, 2014, in accordance with Government Code 18973.1 and 18973.5, Veterans' Preference will be awarded as follows: 1.) 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. And 3.) Veterans' Preference is not granted once a person achieves permanent civil service status.

Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application (Std. Form 1093), which is available at <http://jobs.ca.gov/Job/Veteransinformation>, and the Department of Veterans Affairs.

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

California Relay (Telephone) Service for the Deaf or Hearing-impaired:

From TDD phones: 1-800-735-2929 From voice phone: 1-800-735-2922

STATE OF CALIFORNIA – BUSINESS, CONSUMER SERVICES, AND HOUSING AGENCY

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT, P.O. BOX 952050, SACRAMENTO, CA 94252-2050
