

# EDUCATION ADMINISTRATOR I

**Departmental Open Exam**

**Exam ID: 9ED1A**

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

**Bulletin Release Date:** February 20, 2009

**Final Filing Date:** Continuous - Monthly

**Salary:** Monthly Ranged Salary - $7,668.00 to $9,603.00

**Employment Type:**

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

**Exam Type:** Spot

**Location(s):** Sacramento County

## Introduction

Applications are accepted on a continuous basis and will be processed monthly. Applications must be received in this office prior to the cut-off date (20th day of the month). Applications received after the cut-off date will be placed in the next monthly administration.

## Who Should Apply

Candidates who meet the minimum qualifications as stated below may apply for this examination at 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/credential/license/certificate (copies are acceptable)

**NOTE: Application packages 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 application must be received no later than the final filing date. 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, Room 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 and/or 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

### Credential Requirements:

Possession of a valid California administration credential or credential or life diploma of equivalent authorization. (Applicants who do not meet the credential requirement will be admitted to the examination but must meet the requirement before they will be considered eligible for appointment).

(Possession of an earned master's or doctorate degree may be substituted for the required credential).

(One year of experience in the Department of Education performing the duties of a professional education class at a level equivalent to the class of Education Programs Assistant, Range B, or higher may be substituted for the required credential. Experience used in this manner to meet the credential requirement must be in addition to that used to meet the general experience requirement).

**AND**

### Experience Requirements:

Experience applicable to one of the following patterns may be combined on a proportional basis with experience applicable to the other to meet the total experience requirement. Experience in the California state service applied toward the open experience pattern must include the same number of years of qualifying experience as required in the promotional pattern performing the duties of a class with a level of responsibility equivalent to that described in the promotional experience pattern.

#### Either I

One year of experience in the California state service performing professional education duties at a level of responsibility equivalent to that obtained in the class of Education Programs Consultant; or two years of experience in the California state service performing professional education duties at a level of responsibility equivalent to that obtained in the class of Education Programs Assistant, Range B.

#### Or II

Three years of administrative, educational program or policy development, or equivalent staff level experience in elementary, secondary, or postsecondary education which shall have developed in the applicant a comprehensive knowledge of and competence in education program planning, development, coordination, or implementation.

## Position Description

This class is the first supervisory level over professionals at the Consultant and Assistant levels, as well as support and technical staff. Incumbents either assist an Education Administrator II or higher level manager in directing the planning, development, administration, and evaluation of educational programs of a major unit or directly supervise a smaller unit. Nonsupervisory positions may be allocated to this class performing high level administrative, coordinative, and consultative responsibilities for programs that are multiunit or multidivisional in scope. Incumbents functioning at this level in nonsupervisory positions typically report to an Assistant Superintendent or higher level position.

## Examination Scope

This examination will consist of 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. Principles, practices, and trends in public and private elementary, secondary, and postsecondary education.
2. Academic subject matter curriculum development and instructional methods.
3. Research and statistical methods.
4. Program planning techniques.
5. The California public and private school system, school administrative practices, and the functions of the California Department of Education.
6. Federal and State education laws and Department of Education rules and regulations.
7. The organization of the State Department of Education.
8. Principles of employee development, training, and supervision.
9. The California Department of Education’s mission, goals, programs, and policies.
10. The Department’s Equal Employment Opportunity program objectives.
11. A manager’s role in Equal Employment Opportunity program and labor relations and the processes available to meet these program objectives.

### Ability to:

1. Assume leadership and exercise creativity in the formulation and development of education programs.
2. Do complex research and analytical studies.
3. Apply educational policy.
4. Present ideas clearly and concisely in oral and written form.
5. Establish effective working relationships.
6. Exercise tact, resourcefulness, and judgment with all groups contacted in the work.
7. Assume leadership and exercise creativity in the administration and evaluation of education programs.
8. Interpret education policy.
9. Analyze situations accurately and take effective action.
10. Effectively and efficiently manage a staff and program within the resources provided.
11. Review and edit written documents
12. Establish and maintain project and departmental priorities.
13. Work effectively with administrative personnel in the Department and in other governmental agencies.
14. Supervise subordinate staff.
15. Effectively contribute to the Department’s Equal Employment Opportunity objectives.

## Special Requirements

Tact, resourcefulness, and 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.

**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.

STD. 678 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.