



Associate Editor of Publications

Department Promotional Examination

Exam ID: 0ED73

Department(s): Department of Education

Bulletin Release Date: October 6, 2020

Final Filing Date: October 20, 2020

Salary: Monthly Ranged Salary - \$5,149.00 to \$6,446.00

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

Actual testing locations may not be located in all areas. Candidates may be asked to travel to the nearest testing facility at their own expense.

Who Should Apply

This is a Departmental Promotional examination for the Department of Education.

Applicants must have a permanent civil service appointment with the Department of Education as of the final filing date in order to participate in the examination; or

Applicants must have been employed with the Department of Education within the last three years, without a break in State civil service; or

Must be a current or former employee of the Legislature for two or more years as defined in Government Code §18990; or

Must be 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

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code §18991. Persons applying who qualify as a Veteran under Government Code Section 18991 must submit a copy of their DD214 with their Examination Application (STD. 678).

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 (copies are acceptable)

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

The Qualifications Assessment for Associate Editor of Publications and the STD 678 Examination /Employment Application are located at the bottom of this bulletin. In addition, documents may be downloaded from the Department of Education website at cde.ca.gov, by calling 916-319-0857, by emailing cdeexams@cde.ca.gov, or by going to the address listed below.

STD. 678 applications must be received or postmarked no later than the final filing date. Dates printed on envelopes by mobile bar codes or equivalent mobile print technology

are not acceptable proof of the date the application and any other required documents or material were filed. Faxed or emailed applications will not be accepted. The examination title must be indicated on the application.

File by mail or in person:

**California Department of Education
Examination and Recruitment 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

Either I

One year of experience in California state service performing publications editing duties of a class with a level of responsibility equivalent to that of Editorial Assistant, Health and Sciences.

Or II

Experience: Three years of increasingly responsible professional writing, two years of which must have included the responsibility of publishing and editing publications.

And

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

Position Description

Under general direction, as an editorial specialist, to perform a wide range of difficult and responsible editorial tasks in preparing material for publication; and to do other related work.

Examination Scope

This examination will consist of a Qualification 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. Editing principles, practices, and methods to accurately proofread and correct documents.
2. Modern English usage to accurately proofread and correct documents.
3. Methods of reports reproduction to publish documents.
4. Publication format to produce clear, complete, and readable documents.
5. Microsoft Office software applications, particularly Microsoft Word, Outlook, and Excel to perform editing and related duties.

Ability to:

1. Write, edit, and revise material for publication to ensure accuracy, comprehension, clarity, and correct grammar and punctuation.
2. Analyze data and verify that the author's conclusions are supported by the data.
3. Organize and lay out printed material in collaboration with graphic designers.
4. Analyze situations accurately and take effective action to achieve the Department's mission and goals.
5. Establish and maintain cooperative working relationships with authors, co-workers, and department management to ensure that work is completed in a timely and satisfactory manner.
6. Work under tight deadlines when completing projects and/or assignments.
7. Adapt to changes in priorities, work assignments, and interruptions that may impact progress or completion of assignments.
8. Exercise a high degree of diplomacy, initiative, and independence to maintain workflow.

Disclaimer

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

Eligible List Information

A Departmental Promotional spot eligible list will be established for the California Department of Education in Sacramento County. The list will be abolished 12 months

after it is established unless the needs of the service and conditions of the list warrant a change in this period.

Veterans' Preference

Veterans' Preference will not be granted in this examination since it does not qualify as an entrance examination under the law. (See "General Information" on this bulletin for information regarding 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 Qualification 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.

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. However, locations of interviews or performance evaluations may be limited or extended as conditions warrant.

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) service-wide 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.

Competition is limited to employees who have a permanent civil service appointment and military veterans that meet all the minimum qualifications. Under certain circumstances, other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices, at the State Personnel Board office or <http://www.spb.ca.gov/laws/laws.aspx>.

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.