

# EDUCATION PROGRAMS ASSISTANT

**Departmental Open Exam**

**Exam ID: 5EDAA**

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

**Bulletin Release Date:** March 23, 2015

**Final Filing Date:** Continuous – Monthly

**Salary:** Monthly Ranged Salary:

* Range A: $5,049.00 to $6,317.00
* Range B: $6,096.00 to $7,630.00

**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 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. 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
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 teaching credential with specialization in elementary, secondary, or community college teaching 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).

**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 general 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

Two years of teaching experience in elementary, secondary, or postsecondary education which shall have included demonstrated educational leadership in one or more of the following: school or district committees; professional education associations; or in the development of major curricula or programs.

#### Or II

One year 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 entry and first journey level in the series. The Assistant performs administrative assignments, consultation, and technical assistance for local, State, and Federal education programs in less complex or sensitive phases of the programs; monitors program components, prepares reports and makes recommendations for improving program effectiveness. The Assistant may be used as a training level for the Education Programs Consultant or comparable class; and may also work under the guidance of a Consultant.

## 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. Time management techniques to oversee the prioritization and completion of Division tasks and assignments.

6. Personal computer functioning, including both hardware and software for creating documents, conducting research and communicating.

7. Training methods and techniques to provide technical assistance to California Department of Education (CDE) staff, local educational agencies (LEAs), and the community regarding education programs.

### Skill to:

1. Verbally communicate in-person, via telephone, and through other media in a courteous, professional manner with a variety of individuals taking the nature of the audience into account.

2. Communicate effectively in writing in a courteous, professional manner with a variety of individuals taking into consideration the needs of the audience.

3. Effectively disseminate information by preparing and presenting to diverse groups in a variety of settings.

4. Use a variety of software programs for information gathering purposes and to produce written documents for effectively communicating information.

5. Read and comprehend reports, memos, manuals, and other job-related materials and documents to complete assigned tasks in a timely manner.

6. Organize, sort and arrange files and documents to facilitate the completion of projects in a timely manner.

7. Manage time in order to effectively complete assignments.

8. Identify challenges and constraints related to work, and develop and suggest possible solutions in order to accomplish tasks and improve the work environment.

9. Adapt and adjust plans and schedules to meet changing priorities, work objectives, resources, and or work load demands to effectively accomplish work in a timely manner.

### Ability to:

1. Assume leadership and exercise creativity in the formulation and development of education programs.

2. Do complex research and analytical studies.

3. Exercise tact, resourcefulness, and judgment with all groups contact in the work place.

4. Establish and maintain cooperative relationships with Departmental employees, contractors, the public, and other stakeholders.

5. Work independently and under minimal supervision to effectively complete work tasks.

6. Independently prepare various documents in accordance with office policies and procedures in order to disseminate accurate information.

7. Present ideas clearly and concisely in verbal and written form to communicate effectively.

8. Interpret and apply educational policy to ensure compliance with State and Federal laws.

9. Analyze situations accurately and take appropriate action to support Departmental goals and objectives.

10. Think critically using logic and reasoning to identify strengths and weaknesses of alternative solutions or approaches to problems.

11. Formulate conclusions and recommendations after analyzing information.

12. Work cooperatively with individuals with a variety of backgrounds and capabilities on a one-on-one basis.

13. Adapt to changing work demands, priorities, and organizational members.

14. Communicate information and ideas in writing in a clear and concise manner.

15. Read and understand information and ideas presented in writing.

16. Successfully complete multiple projects simultaneously within appropriate timeframes while maintaining a high level of work product.

17. Follow directions given by supervisors and managers to ensure work is complete per their instructions.

18. Be flexible with time, assignments, and people to accommodate different ways of completing tasks and be open to different views and working styles of co-workers.

19. Accept constructive criticism regarding work products and practices in order to continually improve work performance.

## 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 described in this bulletin will be rated against a predetermined job-related rating, and all applicants who pass will be ranked according to their score.

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.