



OPEN EXAMINATION CONTINUOUS TESTING



www.aging.ca.gov

AGING PROGRAMS ANALYST II

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 of governing civil service, and the special trust placed in public servants.

POSITION DESCRIPTION

Under general direction or independently in a team-based environment, the Aging Programs Analyst II (APA II) has the important responsibility for planning, development, and implementation of programs to improve the lives of older adults, adults with disabilities and their families in California. The APA II provides program and budget/fiscal review and evaluation in an assigned geographic area and develops policy and regulations in cooperation with stakeholders.

Positions exist with the California Department of Aging (CDA) in Sacramento, CA only.

SALARY RANGE

\$4403 - \$5780

CONTINUOUS TESTING INFORMATION

The CDA, Human Resources Section is accepting applications on a continuous basis. There is no final filing date. Testing is considered continuous as dates can be set at any time. Applicants will be notified of testing dates as needs warrant. Candidates may only test once every 12 months. **Please note "Exam Code 5AGAA" on your application.**

FILING INSTRUCTIONS

All applicants must submit an Examination Application, STD 678 to CDA. The Examination Application, STD 678 is available at the local office of the CDA, the CalHR State Job Center, and on the Internet at <http://jobs.ca.gov/pdf/std678.pdf>, and must be filed with:

By mail/In person:	California Department of Aging Attention: Human Resources Section 1300 National Drive, Suite 200 Sacramento, CA 95834
By e-mail:	Careers@aging.ca.gov
By fax:	(916) 928-2269

ELIGIBLE LIST INFORMATION

Names of successful competitors will be merged onto the existing list in order of final scores, regardless of date.

Eligibility expires after 12 months.

EXAMINATION INFORMATION

This examination will consist of a qualifying appraisal interview that will include job-related questions taken from the Scope (see page 3) and may include a structured exercise. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. The examination will be held in Sacramento. **Competitors who do not appear for the interview will be disqualified.**

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5AGAA

KJ66-9393

AGING PROGRAMS ANALYST II

CONTINUOUS TESTING

**EXAMINATION
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**SPECIAL TESTING
ARRANGEMENTS**

If you need special testing arrangements, please complete Question 2 on Page 1 of the Examination Application (STD. 678). You will be contacted to make specific arrangements. If necessary, candidates may use the California Relay Service access number, TDD: 1-800-735-2929.

**REQUIREMENTS
FOR ADMITTANCE TO
THE EXAMINATION**

Note: All applicants must meet the education and/or experience requirements for this examination by the final filing date. All Examination Applications (STD. 678) and resumes must include "to" and "from" employment dates (month/day/year), time base, and civil service class titles. Your signature on your application indicates that you have read, understood, and possess the basic qualifications required.

**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, candidate's 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.

PATTERN I

One year of experience in the California state service performing the duties of the class of Aging Programs Analyst I, Range C. (Applicants who have completed six months of service performing the duties of an Aging Programs Analyst I, Range C, will be admitted to the examination but they must satisfactorily complete 12 months of experience performing the duties of an Aging Programs Analyst I, Range C, before they can be considered for appointment.)

OR**PATTERN II**

Experience: 30 months of experience in performing analytical staff work in programs for the elderly. This experience must have included responsibility for defining problems, analyzing facts, and preparing recommendations for action with supporting material.

AND

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

Note: The requirement for "Equivalent to graduation from college" means: Bachelor's degree from an accredited college or a letter from the college or university stating the applicant has met all of the academic requirements for graduation.

**REQUIRED
IDENTIFICATION**

Accepted applicants are required to bring either a photo identification card or two forms of signed identification to the examination.

**VETERANS'
PREFERENCE**

Effective January 1, 2014, veterans' preference will be awarded to qualifying veterans who are successful in the examination in the form of rank placement rather than points. All individuals awarded veterans' preference will be certified in Rank 1 of the eligibility list, regardless of score. All open exams/eligible lists will award veterans' preference, regardless of the classification.

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CAREER CREDITS

Career credits do not apply.

SCOPE**A. Knowledge**

1. Knowledge of data, fiscal, and budget analysis to ensure program performance, compliance, and the appropriate expenditure of funds.
2. Knowledge of Microsoft Office applications (i.e., Outlook, Word, Excel, Power-Point) to prepare reports, correspondence, and presentations.
3. Knowledge of aging issues and trends to maintain, improve, and expand service delivery to older adults, adults with disabilities, their families and caregivers.
4. General knowledge of the Older Americans Act, the Older Californians Act, program regulations, policies, and other laws related to services for older adults and adults with disabilities to use as a resource when providing guidance, monitoring program compliance, and developing policies.
5. Knowledge of project management skills in order to ensure completed staff work.
6. Basic knowledge of federal, state, and local aging networks and community resources in order to maintain, improve, and expand service delivery to older adults, adults with disabilities, their families and caregivers.
7. Grant and program management to improve and expand service delivery to older adults, adults with disabilities, their families and caregivers.
8. General knowledge of the California Department of Aging's programs in order to support the mission and vision of the Department.

B. Ability to:

1. Plan and coordinate projects within a team environment to provide diverse input and share knowledge resulting in a cohesive, timely, finalized work product.
2. Analyze program and fiscal data to ensure program performance, compliance, and the appropriate expenditure of funds.
3. Establish and maintain positive working relationships with co-workers and external customers to provide quality and comprehensive services to older adults, adults with disabilities, their families and caregivers.
4. Prepare written products to communicate information related to the California Department of Aging's programs and services.
5. Conduct research and analysis on aging-related issues to make recommendations to improve aging network services.
6. Verbally communicate with both co-workers and external customers to disseminate information related to the California Department of Aging's programs and services.
7. Follow procedures to ensure compliance with federal and State requirements.
8. Plan and deliver presentations and provide technical assistance to Department staff and external customers to increase knowledge and awareness of aging-related issues and ensure compliance with laws, regulations, contract terms and conditions, and program standards.
9. Use proper spelling, grammar, punctuation, and sentence structure in order to communicate effectively.
10. Use computer software, including databases, to produce written products, conduct research, analyze data, and communicate with others.
11. Protect confidential and sensitive information obtained through the course of completing assignments to ensure privacy and security of personal information and the integrity of Department programs and services.
12. Prioritize tasks in order to meet deadlines.

SPECIAL PERSONAL CHARACTERISTICS

The willingness to travel throughout California with a team or as an individual, as determined by the Department.

INQUIRIES ABOUT THIS EXAMINATION

All inquiries about this examination should be directed to (916) 419-7525.

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GENERAL INFORMATION

CDA reserves the right to revise the examination plan to better meet the needs of the service if the circumstances change under which this examination was planned. Such revision will be in accordance with civil service laws and rules and all candidates will be notified.

IT IS THE CANDIDATE'S RESPONSIBILITY to contact the CDA, Human Resources Section, (916) 419-7525, two weeks after filing his/her application if he/she has not received a notice.

EXAMINATION APPLICATIONS (STD. 678) are available at the local office of the CDA, the CalHR State Job Center, and on the Internet at <http://jobs.ca.gov/pdf/std678.pdf>.

If you meet the requirements stated on this bulletin you may take this examination, which is competitive. Possession of the entrance requirement(s) does not ensure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of the other candidates who take this test, and all candidates who pass will be ranked according to their scores.

GENERAL QUALIFICATIONS: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment and ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class.

IF A CANDIDATE'S NOTICE of oral interview fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

INTERVIEW SCOPE: If an interview is conducted, the panel will evaluate candidate's responses to questions related to the scope described on this bulletin.

ELIGIBLE LISTS: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, 6) open eligible list. 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 this bulletin. In the case of continuous testing examinations, names are merged into the appropriate eligible lists in order of final test scores regardless of the date of the test and the resulting eligible lists will be used only to fill vacancies in the area shown on the bulletin.

VETERANS' PREFERENCE: Will be awarded in this examination, pursuant to Government Code Section 18973.1, effective January 1, 2014, 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 veteran's 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: California Department of Human Resources (CalHR) has information on how to apply for Veterans' Preference on their website at www.jobs.ca.gov and on the Application for Veterans' Preference form ([CalHR 1093](#)). Additional information is also available at the Department of Veterans Affairs website at www.cdva.ca.gov.

Policy of Nondiscrimination on the Basis of Disability and Equal Employment Opportunity Statement

The California Department of Aging (CDA) does not discriminate on the basis of disability in employment or in the admission and access to its programs or activities. The American with Disabilities Act (ADA) Coordinator for CDA, 1300 National Drive, Suite 200, Sacramento, CA 95834, has been designated to coordinate and carry out this department's compliance with the nondiscrimination requirements of Title II of the ADA. Information concerning the provisions of the ADA, and the rights provided thereunder, are available from the ADA Coordinator.