

E X A M I N A T I O N A N N O U N C E M E N T
EXAMINATION PROCTOR,
DEPARTMENT OF INSURANCE
OPEN STATEWIDE
SALARY RANGE \$2,505 - \$2,978



CALIFORNIA DEPARTMENT OF

Insurance

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental or 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.

<p>How to Apply</p>	<p style="text-align: center;">FINAL FILING DATE: Thursday, December 18, 2014</p> <p style="text-align: center;">Send application (form STD. 678) along with a Qualifications Assessment to: California Department of Insurance 300 Capitol Mall, Suite 1300 Sacramento, CA 95814 Attention: Nitika Nitashni</p> <p style="text-align: center;"><i>DO NOT SUBMIT APPLICATIONS (STD. 678) TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES (CaHR)</i></p> <p>Application and the Qualifications Assessment must be POSTMARKED no later than the final filing date. Electronic copies of the Application and/or Qualifications Assessment will not be accepted. Applications and Qualifications Assessments postmarked, personally delivered, or received via interoffice mail after the final filing date will not be accepted for any reason. If you have a disability and need special testing arrangements, mark the appropriate box on the application. You will be contacted to make specific arrangements.</p>
<p>Requirements for Admittance to the Examination</p>	<p>All applicants must meet the educational and/or experience requirements for this examination by Thursday, December 18, 2014.</p> <p style="text-align: center;">MINIMUM QUALIFICATIONS</p> <p style="text-align: center;"><u>Either I</u></p> <p>One year of experience in directing adults in group activities.</p> <p style="text-align: center;"><u>Or II</u></p> <p>One year of teaching experience. (Completion of a two year curriculum at a recognized community college, college or university, may be substituted for the required experience).</p>
<p>Additional Desirable Qualifications</p>	<p>Education equivalent to completion of the twelfth grade.</p>
<p>Special Personal Characteristics</p>	<p>Tact; keenness of observation; good memory for names and faces; patience; well-modulated voice with good projection; clear enunciation and good diction.</p>
<p>Position Description</p>	<p>Under direction, to administer examination, and to do other related work. Conducts computer based and written examinations; verifies identity of examinees so that only authorized persons are admitted to examinations; assigns appropriate examination materials and seating; instructs examinees in examination procedures; monitors to make certain examinees are marking their answers in an appropriate manner and to</p>

Position Description (Continued)	<p>prevent dishonesty and collusion between examinees; sees that no person leaves the examination room without authorization; sees that no examination material is taken from the room; maintains order and quiet in the examination room; enforces time allotments for each examination; gathers and checks examination materials; informs examinees of examination results; records examination results; prepares reports of incidents occurring during examinations; packages and mails examination materials.</p> <p>Positions are located in Sacramento, San Francisco, and Los Angeles.</p>
Examination Information	<p>Qualifications Assessment - Weighted 100.00%</p> <p>EXAMINATION INTERVIEWS WILL NOT BE HELD. This examination will consist of a Qualifications Assessment weighted 100%. To obtain a position on the eligible list, applicants must achieve a minimum rating of 70% on the Qualifications Assessment.</p> <p>The Qualifications Assessment is designed to assess your knowledge and experience in specific job-related actions and potential to effectively perform the duties relative to the classification. Candidates who meet the "Minimum Qualifications" will have their Qualifications Assessment rated and successful candidates will be placed on an eligible list. SUBMISSION OF THE QUALIFICATIONS ASSESSMENT IS MANDATORY. Candidates who do not submit a completed Qualifications Assessment will be eliminated from this examination.</p>
Examination Scope	<p>In addition to evaluating the competitor's relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining will be on measuring competitively, relative to job demands, each competitor's:</p> <p>Ability to:</p> <ol style="list-style-type: none">1. Read and write English at a level required for successful job performance.2. Follow oral and written directions and explain examination requirements concisely and clearly.3. Keep simple records and prepare complete written reports.4. Analyze situations accurately and adopt an effective course of action.5. Manage and direct a large group of adults, put them at ease and secure their cooperation in following directions.6. Be courteous and calm under trying conditions.7. Analyze situations to make quick decisions.8. Work effectively without direct supervision.9. Think and act effectively in emergencies.10. Accept responsibility.11. Apply knowledge of computer applications including email and the internet.12. Bend, stoop, stand, walk and sit during examinations.13. Maintain good attendance and provide adequate notice in case of planned absences.
Eligible List Information	<p>A departmental open eligible list will be established for the California Department of Insurance. 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.</p> <p>Career Credits points will not be granted in this examination.</p>

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.

GENERAL INFORMATION

The California Department of Insurance 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.

For an examination without a written feature, it is the candidate's responsibility to contact the Department of Insurance, Human Resources Management Division, (916) 492-3254 three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test 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.

Applications are available at the California Department of Insurance offices, the California Department of Human Resources, local offices of the Employment Development Department, and on the internet at www.jobs.ca.gov.

If you meet the requirements stated above, you may take this examination. Your performance in this examination will be rated against predetermined rating criteria. All competitors who pass will be ranked according to their scores. Meeting the entry requirements does not assure success in the examination or placement on the employment list.

Examination Locations: 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. Ordinarily, oral interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, are used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) servicewide 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 this bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. 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 or at the Informational Counter of State Personnel Board offices.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others. Candidates must be in 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 of records and personal history and fingerprinting may be required.

California Relay (Telephone) Service for the Deaf or Hearing impaired:
From TDD phones: 1-800-735-2929, from voice phones: 1-800-735-2922

California Department of Insurance
Human Resources Management Division
300 Capitol Mall, Suite 1300
Sacramento, CA 95814
(916) 492-3300

Release Date: 12/04/14
NN/MA

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.
