

E X A M I N A T I O N A N N O U N C E M E N T

PROPERTY CONTROLLER I
DEPARTMENTAL OPEN
STATEWIDE
SALARY RANGE: \$3,034 - \$3,799



CALIFORNIA DEPARTMENT OF
Insurance

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.

How to Apply	<p style="text-align: center;">FINAL FILING DATE: SEPTEMBER 10, 2015</p> <p style="text-align: center;">Send application and Qualifications Assessment (QA) to:</p> <p style="text-align: center;">California Department of Insurance Human Resources Management Division 300 Capitol Mall, 13th Floor Sacramento, CA 95814 Attention: Stefanie Sugimoto</p> <p style="text-align: center;">DO NOT SUBMIT APPLICATIONS OR QA TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES (CalHR)</p> <p>Application (form STD. 678) and QA must be POSTMARKED no later than the final filing date. Electronic copies of the application and QA <u>will not</u> be accepted. Applications and QAs postmarked, personally delivered or received via interoffice mail after the final filing date <u>will not</u> be accepted for any reason.</p>
Special Testing Arrangements	<p>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>
Requirements for Admittance to the Examination	<p>All applicants must meet the educational and/or experience requirements for this examination by September 10, 2015.</p> <p style="text-align: center;">MINIMUM QUALIFICATIONS</p> <p style="text-align: center;">Either I</p> <p>One year of experience inventorying and maintaining property and equipment control records in the California state service. (Experience below the Office Assistant II level is not considered qualifying.)</p> <p style="text-align: center;">Or II</p> <p>Two years of experience inventorying and maintaining control records for a wide variety of property and equipment or expendable storekeeping items.</p>
Position Description	<p>Property Controller I's are responsible for the operation of a complete property control system. This class is normally used in departments or institutions having an approximate minimum of 2,000 property items and an annual total of approximately 300 property acquisitions, transfers, and surveys. Typical duties include ordering supplies and equipment, maintaining inventories, and maintaining property control records for property, evidence, equipment, vehicles, and supplies. This is typically done using spreadsheets and computer database programs. Property Controller I's must be able to lift up to 50 pounds without assistance in order to safely move property, equipment, and/or supplies.</p> <p style="text-align: center;">Positions may be located in Benicia, City of Commerce, Fresno, Los Angeles, Morgan Hill, Orange, Rancho Cucamonga, Sacramento, San Diego, San Francisco, and Valencia.</p>

Examination Information	<p style="text-align: center;">Qualifications Assessment (QA) - Weighted 100%</p> <p>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 style="text-align: center;">Candidates who do not submit a QA with their application will be disqualified from the examination.</p>
Examination Scope	<p>In addition to evaluating the competitor's relative abilities as demonstrated by quality and breadth of experience, emphasis will be on measuring competitively, relative to job demands, each competitor's :</p> <p>Knowledge of:</p> <ol style="list-style-type: none">1. Methods and practices used in recording, inspecting, maintaining, issuing, conducting inventory, accounting for and disposing of property in accordance with State and departmental policies and procedures2. Office methods and procedures to complete projects and assignments3. Various computer applications (e.g., Microsoft Office, SharePoint) to prepare documents and reports and to maintain databases <p>Skill to:</p> <ol style="list-style-type: none">1. Make basic arithmetic calculations (i.e., addition, subtraction, division, multiplication) to complete assignments <p>Ability to:</p> <ol style="list-style-type: none">1. Read and write English at a level required for successful job performance2. Effectively communicate information and ideas verbally in in order for others to understand3. Inspect recommend proper disposition of property4. Reconcile inventories with control accounts5. Exercise a high degree of initiative and independence in performing assigned tasks with a cooperative professional attitude and commitment to teamwork6. Pay attention to detail, working carefully and thoroughly when completing tasks7. Organize property and workload to maximize efficiency
Additional Desirable Qualification	Education equivalent to completion of the twelfth grade.
Eligible List Information	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.
Career Credits	Career Credits will not be granted in this examination.
Veterans' Preference	<p>Veterans' Preference will be awarded in this examination, pursuant to Government Code Section 18973.1, effective January 1, 2014, as follows:</p> <ol style="list-style-type: none">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 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.

The CalHR has information on how to apply for Veterans' Preference on their website at jobs.ca.gov/Job/VeteransInformation 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.

GENERAL INFORMATION

The California Department of Insurance (CDI) 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 CDI, Human Resources Management Division, (916) 492-3254 three weeks after the final filing date if he/she has not received a progress notice.

Applications are available at the CDI offices, the CalHR, local offices of the Employment Development Department, and on the internet at www.jobs.ca.gov.

If you meet the requirements stated on this announcement, you may take this examination. Your performance in this examination will be rated against a 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.

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.

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, 13TH Floor
Sacramento, CA 95814
(916) 492-3300

Release Date: 08/13/15
CO80-1550
SS/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.
