

**CALIFORNIA DEPARTMENT OF INSURANCE
HUMAN RESOURCES MANAGEMENT DIVISION
QUALIFICATIONS ASSESSMENT FOR:**

ASSOCIATE ACCOUNTING ANALYST

GENERAL INSTRUCTIONS

Read instructions carefully

This examination will provide you with an opportunity to demonstrate significant aspects of your qualifications for Associate Accounting Analyst with the California Department of Insurance (CDI). The information you provide will be rated based on objective criteria created by Subject Matter Experts. The rating will be used to determine your final score in this examination. If successful, your name will be placed onto an eligible list. The list will be used by CDI statewide to fill existing positions. A "Conditions of Employment" form is included in this examination which will allow you to select the location and time base you are interested in working. It is required that you personally complete this examination accurately and without assistance.

This process is the entire examination for this classification. Therefore, please be sure to follow the instructions carefully as missing or incomplete information may result in disqualification or a low score.

1. Additional instructions are provided on the following pages.
2. This examination enables you to apply for the Associate Accounting Analyst classification. If successful, your name will be placed on an eligible list.
3. The examination is intended to provide candidates the opportunity to demonstrate their knowledge and experience in a variety of areas. It is not expected that you will have experience in all areas.

The following areas comprise the complete examination for Associate Accounting Analyst. You must ensure you have addressed each of the following areas:

- Candidate Information (page 2)
- Prior State Employment Information (page 2)
- Conditions of Employment (page 2)
- Address or Availability for Employment Changes (page 3)
- Minimum Qualifications (page 3)
- Work Experience (pages 4 and 5)
- Knowledge, Skill, and Ability Assessment (pages 6 and 7)
- Preparation for Hiring Interview (page 8)
- Qualifications Assessment Return and Mailing Procedures (page 8)
- Affirmation Statement (page 8)

**YOUR COMPLETED QUALIFICATIONS ASSESSMENT MUST INCLUDE YOUR ORIGINAL
SIGNATURE**

CANDIDATE INFORMATION

Name: _____

Social Security Number: _____

Address: _____

Home Telephone Number: _____

Work Telephone Number: _____

E-mail Address: _____

PRIOR STATE EMPLOYMENT INFORMATION

Complete this next section **ONLY** if you have been previously dismissed from California State Civil Service employment by punitive action or as a result of disciplinary proceedings. **IF THIS DOES NOT APPLY TO YOU**, please mark the "Not Applicable" box below and continue to the next section.

State Personnel Board, Rule 211 provides that a dismissed State employee may only participate in State Civil Service examinations if he/she has obtained prior consent from the State Personnel Board.

Do you have written permission from the State Personnel Board Executive Officer to take this examination?

<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> NOT APPLICABLE
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CONDITIONS OF EMPLOYMENT FOR CALIFORNIA DEPARTMENT OF INSURANCE

PLEASE MARK THE APPROPRIATE BOX(ES) OF YOUR CHOICE - YOU WILL NOT BE OFFERED A JOB IN LOCATIONS NOT MARKED.

Note: Positions are not available at all locations. Please refer to the official examination bulletin for information regarding current available positions and their locations.

If you are successful in this examination, your name will be placed on an active employment list and referred to fill vacancies according to the conditions you specify on this form.

TYPE OF APPOINTMENT YOU WILL ACCEPT

Please mark the appropriate box(es) - you may check "(A) Any" if you are willing to accept any type of employment.

(D) Permanent Full-Time (R) Permanent Part-Time (K) Limited-Term Full-Time (A) Any

If all are marked and you receive an appointment other than permanent full-time, your name will continue to be considered for permanent full-time positions.

LOCATION(S) YOU ARE WILLING TO WORK:

3401 SACRAMENTO, CA.

Note: positions are located in Sacramento only.

ADDRESS OR AVAILABILITY FOR EMPLOYMENT CHANGES

Please notify the California Department of Insurance (CDI) promptly of any address changes or availability for employment changes at the following address:

California Department of Insurance
Human Resources Management Division
300 Capitol Mall, 13th Floor
Sacramento, CA. 95814
Attn: Alysa Stockdale-Hollis

MINIMUM QUALIFICATIONS

Experience Requirement:

Either I

One year of experience in the California state service performing accounting analyst, professional accounting, accounting systems or auditing duties at a level of responsibility equivalent to Accounting Analyst, Range C.

Or II

Three years of increasingly responsible accounting analyst, professional accounting, accounting systems or auditing experience in a governmental or private setting. (Experience in the California state service applied toward this requirement must include at least one year performing the duties of a class at a level of responsibility not less than that of Accounting Analyst, Range C.)

Promotional candidates who have completed the education requirement and who are within six months of satisfying the experience requirement for this class will be admitted to the examination, but they must fully meet the experience requirement before being eligible for appointment.

Education Requirement:

Either I

Equivalent to graduation from college with a specialization in accounting. (Registration as a senior student in a recognized institution will admit applicants to the examination, but they must produce evidence of successful completion of the curriculum and the prescribed courses before they may be considered eligible for appointment.)

Or II

Completion of the equivalent of 45 semester units given by a collegiate-grade residence or correspondence institution, of which 24 units must include courses in financial accounting, managerial accounting, first semester intermediate accounting and advanced accounting (or second semester intermediate accounting), fund/governmental accounting, cost accounting, auditing, business law, computer applications/management information systems. (Persons who will complete course work requirements during the current quarter or semester will be admitted to the examination, but they must produce evidence of successful completion of the curriculum and the prescribed courses before they may be considered eligible for appointment.)

WORK EXPERIENCE

Respond to each of the following statements by indicating how the statement applies to you. You are required to respond to every statement by making one option from the scale(s) provided.

Under "Work Experience," for items #1 - #11, please indicate:

Length of Experience:

- 4 = Over 5 years of experience performing this task
- 3 = Over 2 years to 5 years of experience performing this task
- 2 = Over 1 year to 2 years of experience performing this task
- 1 = 0 to 1 year of experience performing this task

Frequency at which the task was performed:

- 4 = Daily/Weekly
- 3 = Monthly/Quarterly
- 2 = Semi-Annual/Annual
- 1 = Never

Performed task within last 5 years:

- 2 = yes
- 1 = no

	Length of Experience	Frequency	Performed task within last 5 years
1. Provide complex technical assistance to internal/external staff, managers and customers who are utilizing the department's automated systems.			
2. Maintain, update, and resolve problems for the automated accounting systems and databases.			
3. Create and validate data elements such as the chart of accounts and other fiscal information required by the State Controller's Office (SCO) to successfully process payment requests and record expenditure information for California Department of Insurance (CDI).			
4. Create, analyze, and modify daily, weekly, and monthly accounting reports to determine accurate data has been captured and reported to the various control agencies.			
5. As a lead, review the employees' completed staff work to determine if proper state rules, guidelines, and regulations have been applied to determine appropriate course of action to be taken.			
6. Monitor control agencies for rules and regulations updates which will impact the department, the staff, and customers.			
7. Analyze legislation, management memos, and any state regulations that may impact the accounting process; recommend changes and implement new procedures and policies to ensure full compliance with state laws and regulations.			
8. Establish new accounts, monitor fund balances, analyze appropriateness of transactions, approve expenditures, and certify availability of funds to assist with the preparation of financial statements in conformance with Generally Accepted Accounting Principles (GAAP) and state rules and regulations.			
9. Reconcile various daily and monthly accounting reports to ensure accurate and timely recording of accounting activities.			
10. Ensure accurate and timely resolution of reconciling items.			
11. Prepare and provide expenditure, reimbursement, and revenue analysis reports for departmental management and program staff to ensure compliance with the state and department's rules, regulations, and procedures.			

WORK EXPERIENCE (CONTINUED)

Respond to each of the following statements by indicating how the statement applies to you. You are required to respond to every statement by making one option from the scale(s) provided.

Under "Work Experience," for items #12 - #23, please indicate:

Length of Experience:

- 4 = Over 5 years of experience performing this task
- 3 = Over 2 years to 5 years of experience performing this task
- 2 = Over 1 year to 2 years of experience performing this task
- 1 = 0 to 1 year of experience performing this task

Frequency at which the task was performed:

- 4 = Daily/Weekly
- 3 = Monthly/Quarterly
- 2 = Semi-Annual/Annual
- 1 = Never

Performed task within last 5 years:

- 2 = yes
- 1 = no

	Length of Experience	Frequency	Performed task within last 5 years
12. Serve as Subject Matter Expert (SME) during development of systems or any system modification which impacts the accounting process.			
13. Analyze the more complex invoices and payment transactions to ensure compliance with the payment rules and processes.			
14. Analyze the complex accounting transactions to ensure successful postings to the general ledger accounts and balances are accurate and current.			
15. Provide fiscal advice and training on roles and responsibilities to ensure sound accounting and funding availability and appropriate spending of state funds.			
16. Assist the Accounting Administrator I in overseeing the resolution of discrepancies with vendors, programs, and staff.			
17. Create and update tables for the department's databases and automated accounting systems.			
18. Monitor forecasted expenditures and advise program managers of potential funding shortfall and/or issues.			
19. Identify significant trends and make comparisons to previous accounting periods, make projections, and draw sound conclusions/recommendations.			
20. Serve as the departmental liaison and work closely with control agencies to ensure timely resolutions of any discrepancy and to comply with the State laws and regulations.			
21. Assist the Accounting Administrator I in providing necessary information to control agencies, developing and implementing new policies and procedures to ensure the department is in compliance with all the State laws and regulations while maintaining sufficient internal control.			
22. Conduct training for departmental staff and/or clients in order to provide program knowledge, new or revised procedures and/or policies, by using oral and written communication skills, computer software/databases, audio-visual aids, and handouts under the management's direction.			
23. Coordinate special projects involving the interfacing of database applications and/or automating of paperless processes in order to ensure the efficiency and integrity of fiscal/accounting functions using various databases and working with various public and private entities under the management's direction.			

WORK EXPERIENCE (CONTINUED)

Respond to each of the following statements by indicating how the statement applies to you. You are required to respond to every statement by making one option from the scale(s) provided.

Under "Work Experience," for items #24 - #28, please indicate:

Length of Experience:

- 4 = Over 5 years of experience performing this task
- 3 = Over 2 years to 5 years of experience performing this task
- 2 = Over 1 year to 2 years of experience performing this task
- 1 = 0 to 1 year of experience performing this task

Frequency at which the task was performed:

- 4 = Daily/Weekly
- 3 = Monthly/Quarterly
- 2 = Semi-Annual/Annual
- 1 = Never

Performed task within last 5 years:

- 2 = yes
- 1 = no

	Length of Experience	Frequency	Performed task within last 5 years
24. Act as lead person to assist the Accounting Administrator I in monitoring projects, time constraints, and other duties in order to meet deadlines using various resources which is in compliance with all the State laws and regulations.			
25. Attend necessary training through the department or through an outside professional training organization in order to maintain skill sets, learn new skills, or gain knowledge to perform the assigned tasks.			
26. Communicate clearly and concisely, both orally and in writing, with management, departmental staff, clients, control agencies, and other co-workers to share information and contribute to the efficiency and productivity of the work unit.			
27. Communicate with those contacted in the work (e.g., management departmental staff, clients, control agencies, etc.) in a professional and effective manner in order to establish and maintain effective working relationships by using interpersonal skills and tact.			
28. Assist the Accounting Administrator I in the preparing, posting, and reviewing the year-end accruals and adjusting entries.			

KNOWLEDGE/SKILL/ABILITY (KSA) ASSESSMENT

Respond to each of the following statements by indicating how the statement applies to you. You are required to respond to every statement by making one option from the scale(s) provided.

For items #1 – #17, please rate your Knowledge, Skill, or Ability (KSA) by indicating the number that best describes your level of KSA for each of the following areas.

Definition of Levels:

4 = **Extensive Knowledge, Skill, or Ability:** I have applied this KSA in an actual setting while performing a job.

3 = **Moderate Knowledge, Skill, or Ability:** I have the ability to perform this KSA, but may require general supervision.

2 = **Limited Knowledge, Skill, or Ability:** I have education or training relevant to this KSA, but have not applied it to an actual job.

1 = **No Knowledge, Skill, or Ability:** I have no experience, education or training relevant to this KSA.

1. Knowledge of Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB) accounting principles and procedures to effectively and accurately perform complex accounting functions.	
2. Knowledge of governmental accounting and budgeting to effectively apply accounting principles as outlined by GAAP and GASB.	
3. Knowledge of principles of electronic data processing to ensure complete and accurate accounting processes.	
4. Knowledge in the principles of policy formulation to ensure compliance of internal, budgetary, and system controls.	
5. Knowledge of statistical methods in order to provide sound decisions and reports based on historical findings.	
6. Knowledge of the principles of business management, including office methods and procedures, to effectively lead staff.	
7. Knowledge of the uniform accounting system and financial organization and procedures of the State of California, policies, rules, and regulations of the Legislature, State Controller, State Treasurer, Department of Finance, and control agencies as they relate to State agency financial management activities.	
8. Knowledge of the department's and work unit's required format, style and standards for written materials to ensure that materials prepared and reviewed are complete, accurate and in conformance with such standards.	
9. Knowledge of personal computer functioning for creating documents, conducting research, and communicating.	
10. Ability to analyze data and draw sound conclusions to accurately process and provide accounting information.	
11. Ability to analyze situations accurately and adopt an effective course of action.	
12. Ability to analyze a variety of accounting data to develop and adopt an effective course of action.	
13. Ability to prepare clear, comprehensive, and concise reports with the use of various tools to provide direction and information on a wide variety of accounting issues.	
14. Ability to apply principles of accounting and develop policies within the guidelines of government rules and regulations.	
15. Ability to apply statistical methods to formulate reports based on historical data.	
16. Ability to identify trends, make projections, and draw conclusions.	
17. Ability to work closely with Accounting Administrator I to identify accounting office capabilities as they apply to a variety of program needs.	

KNOWLEDGE/SKILL/ABILITY (KSA) ASSESSMENT (CONTINUED)

Respond to each of the following statements by indicating how the statement applies to you. You are required to respond to every statement by making one option from the scale(s) provided.

For items #18 – #28, please rate your Knowledge, Skill, or Ability (KSA) by indicating the number that best describes your level of KSA for each of the following areas.

Definition of Levels:

4 = **Extensive Knowledge, Skill, or Ability:** I have applied this KSA in an actual setting while performing a job.

3 = **Moderate Knowledge, Skill, or Ability:** I have the ability to perform this KSA, but may require general supervision.

2 = **Limited Knowledge, Skill, or Ability:** I have education or training relevant to this KSA, but have not applied it to an actual job.

1 = **No Knowledge, Skill, or Ability:** I have no experience, education or training relevant to this KSA.

18. Ability to establish and maintain cooperative working relationships with those contacted in the work place.	
19. Ability to interpret and apply laws, rules, standards, and procedures.	
20. Ability to effectively communicate both verbally and in writing with all levels within the organization.	
21. Ability to identify and locate information and/or resources necessary to complete work assignments and/or answer specific inquiries.	
22. Ability to be flexible in adapting to changes in priorities, work assignments, and other interruptions which may impact completing or progressing with projects and assignments.	
23. Ability to work independently and as a team member to accomplish departmental goals and objectives.	
24. Ability to use analytical reasoning to analyze problems/situations and develop alternative solutions.	
25. Ability to read and comprehend reports, memos, manuals, and other job-related materials and documents.	
26. Ability to use a variety of software programs such as Microsoft Excel and Word for information gathering purposes, to exchange information, and to produce written documents.	
27. Ability to effectively prioritize tasks and manage multiple deadlines.	
28. Ability to analyze and maintain accounting and system controls.	

PREPARATION FOR HIRING INTERVIEW

If you are successful in this examination and called for a hiring interview, you will be asked to supply transcripts of your college course work, proof of degree(s) received and any credential(s) that may be applicable. Additionally, you may be asked to supply supplemental documentation to verify your responses in this examination. It is strongly recommended that you assemble transcripts and licenses in advance to expedite the process.

QUALIFICATIONS ASSESSMENT RETURN AND MAILING PROCEDURES

Do not attach any additional documents to this Qualifications Assessment or send any forms/documents in advance as additional documents will not be rated. This Qualifications Assessment will account for 100% of the weight of your examination for this classification. **You may mail or deliver in person the completed Qualifications Assessment to the following address:**

California Department of Insurance
Human Resources Management Division
300 Capitol Mall, 13th Floor
Sacramento, CA. 95814
Attn: Alysa Stockdale-Hollis

NOTE:

- Be sure your envelope has **adequate postage** when submitting via mail.
- Facsimiles (FAX) or Email/PDF will **NOT** be accepted under any circumstances.
- Make and keep a photocopy of the completed Qualifications Assessment for your records.

AFFIRMATION STATEMENT

THIS AFFIRMATION MUST BE COMPLETED

Government Code Section 18935:

“The board may refuse to examine or, after examination, may refuse to declare as an eligible or may withhold or withdraw from certification, prior to appointment, anyone who comes under any of the following categories:

- j. Has intentionally attempted to practice any deception or fraud in his or her application in his or her examination or in securing his or her eligibility.”

I hereby certify and understand that the information provided by me on this questionnaire is true and complete to the best of my knowledge and contains no willful misrepresentation or falsifications. I also understand that if it is discovered that I have made any false representations, I will be removed from the list resulting from this examination and may not be allowed to compete in future examinations for State employment. If already hired from the result of this examination, I may have adverse action taken against me, which could result in dismissal.

SIGNATURE: _____

DATE: _____

NAME (PRINTED): _____

THIS COMPLETES THE QUALIFICATIONS ASSESSMENT