



Release Date: March 5, 2014

Final Filing Date: March 14, 2014

CALIFORNIA PRISON INDUSTRY AUTHORITY

ACCOUNTING TECHNICIAN 4PI06

PROMOTIONAL (FOR CALIFORNIA PRISON INDUSTRY AUTHORITY EMPLOYEES ONLY)

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR 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.

POSITION (S) EXIST	STATEWIDE
WHO SHOULD APPLY	Applicants who meet the minimum qualifications (entrance requirements). This is a promotional examination. Applicants must have a permanent civil service appointment and be currently employed with the California Prison Industry Authority as of the final filing date, in order to participate in this examination <u>or</u> must be: 1) current or former legislative employee meeting the criteria defined in Government Code (GC) , Section 18990 <u>or</u> 2) an exempt employee meeting the criteria defined in GC, Section 18992 <u>or</u> 3) a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in GC, Section 18991. (If applicable, please submit a copy of your DD214 or other official discharge documents.)
HOW TO APPLY	Applications (Form 678) must be filed by mail or in person with the California Prison Industry Authority, Examination Unit, 560 East Natoma Street, Folsom, CA 95630-2200 by the final filing date. DO NOT SUBMIT APPLICATIONS TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES (CALHR)
FINAL FILING DATE	Applications (Form 678) must be POSTMARKED no later than MARCH 14, 2014 . Applications postmarked, personally delivered or received via interoffice mail after the final filing date will not be accepted for any reason. Applications that are faxed or sent electronically will not be accepted for any reason.
WRITTEN TEST DATE	Information regarding the written test date will be provided to accepted applicants by mail.
SALARY	\$2638-\$3305
SPECIAL TESTING ARRANGEMENTS	If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application". You will be contacted to make specific arrangements.
ELIGIBLE LIST INFORMATION	A subdivisional promotional eligibility list will be established for CALPIA. 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.
POSITION DESCRIPTION	Responsibilities for the class of Accounting Technician may include, but are not limited to, review various general ledger accounts, review and prepare journal entries, maintain a revolving fund account, review contracts and process them for payment, compile budget data, maintain customer or vendor records, process inmate pay, assist with the preparation of financial reports, process billing transactions, and communicate effectively. Duties such as preparing purchase requisitions, maintaining property records, arithmetic calculations, miscellaneous filing, etc. may be necessary but are considered clerical in nature and do not constitute duties typical of this classification. Positions in this class may be required to supervise inmate clerks, depending on the requirements of the position.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	<p>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.</p> <p>NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination. Applicants must meet the education and/or experience requirements for this examination by the date your application is signed. All applications/resumes must include "to" and "from" employment dates (month/day/year), time-base, and official employment titles. Applications/resumes received without this information will be rejected.</p>
MINIMUM QUALIFICATIONS	<p>EXPERIENCE: Two years of experience in keeping or reviewing accounting or fiscal records, or three years of general clerical experience.</p> <p style="text-align: center;">AND</p> <p>EDUCATION: Completion of at least nine semester hours of a professional accounting curriculum. (Additional experience in keeping or reviewing accounting or fiscal records may be substituted for the required education on the basis of one year of experience for six semester hours of accounting training.)</p> <p>(Completion of a professional accounting curriculum comprising at least 16 semester hours in accounting, given by a recognized residence or correspondence school may be substituted for the required education and experience.)</p> <p>NOTE: <u>Applications must contain the following information on all accounting, auditing, business law, and related courses completed: title, semester or quarter credits, name of institution, and completion date. Evidence of completion of required course work must be attached to the application at the time of filing (i.e., copy of transcript.) Applications received without this information will be rejected.</u></p>
EXAMINATION INFORMATION	<p>This examination will consist of a written test weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. Written exam locations will be determined as conditions warrant. Reschedules will not be allowed. COMPETITORS WHO DO NOT APPEAR FOR THE WRITTEN TEST WILL BE DISQUALIFIED.</p>
SCOPE	<p>A. Knowledge of:</p> <ol style="list-style-type: none"> 1. Principles and practices of financial record keeping. 2. Basic principles of accounting. 3. Governmental accounting principles and procedures. <p>B. Ability to:</p> <ol style="list-style-type: none"> 1. Express ideas and give instructions effectively. 2. Operate common office equipment used in financial record-keeping work and make arithmetic computations rapidly and accurately. 3. Apply rules and regulations to specific cases. 4. Analyze data and draw logical conclusions.
EDUCATION AND EXPERIENCE	<p>If conditions warrant, this examination may utilize an evaluation of each candidate's experience and education compared to the standards 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." Supplementary information will be accepted, but read the "Requirements for Admittance to the Examination" and "Scope" carefully to see what kind of information will be useful to the staff doing the evaluation.</p>

VETERANS PREFERENCE/CAREER CREDITS	Veterans preference and career credits are not granted in promotional examinations.
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GENERAL INFORMATION

Questions If you have any questions concerning this announcement, please contact the California Prison Industry Authority (CALPIA), Examination Unit, 560 East Natoma Street, Folsom, CA 95630-2200 at (916) 358-2696.

For an examination with a written feature, it is the candidate's responsibility to contact CALPIA at (916) 358-2696 three weeks after the final filing date if he/she has not received a progress notice.

Applications are available at CALHR offices, local offices of the Employment Development Department, CALPIA, and at www.calpia.ca.gov.

If you meet the requirements stated in 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 compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

CALPIA 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 law and rules and all competitors will be notified.

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, tests are scheduled at Folsom headquarters and correctional institutions throughout the State. However, test locations may be limited or extended as conditions warrant.

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, 4) service-wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin and under certain circumstances may be extended beyond that time.

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. A medical examination may be required. In open examinations, an investigation may be made of employment records and personal history and fingerprinting may be required. Any limitation which restricts a person from safely performing the essential functions of the position may constitute the basis for removal of the candidate's name from the eligible list.

Background Investigation: If you are successful in this examination, you may be required to complete a background investigation form disclosing information on arrests and driving violations. Candidates will be fingerprinted to search fingerprint files to disclose any criminal record. The hiring agency will use this information to determine your suitability to become a CALPIA employee. Information collected for a background investigation is distinct from that required on the Examination Application (STD 678) which is completed prior to the examination. You will be required to divulge arrest and/or conviction information on the background investigation document that is not required when completing the Examination Application.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work, 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical accounting classes, substitution of business college work in place of high school on a year-for-year basis.

Policy of Nondiscrimination on the Basis of Disability and Equal Employment Opportunity Statement: CALPIA does not discriminate on the basis of disability in employment or in the admission and access to its program or activities. The Equal Employment Opportunity Office has been designated to coordinate and carry out this agency's compliance with the nondiscrimination requirements to Title II of the Americans with Disabilities Act (ADA). Information concerning the provisions of the ADA, and the rights provided thereunder, is available from the ADA Coordinator at 560 East Natoma Street, Folsom, CA 95630-2200.

CALIFORNIA PRISON INDUSTRY AUTHORITY
560 EAST NATOMA STREET * FOLSOM, CA 95630-2200-WWW.CALPIA.CA.GOV
CALIFORNIA RELAY (TELEPHONE) SERVICE FOR THE DEAF OR HEARING-IMPAIRED
FROM TDD PHONES: 1-800-735-2929 FROM VOICE PHONES: 1-800-735-2922