OPEN EXAMINATION

CALIFORNIA DEPARTMENT OF
Mental Health

www.dmh.ca.gov

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

STAFF PROGRAMMER ANALYST (SPECIALIST)
SENIOR PROGRAMMER ANALYST (SPECIALIST)

OPEN SPOT FOR SACRAMENTO HEADQUARTERS (*)
ONE-DAY FILE-IN-PERSON: FRIDAY, JULY 22, 2005

SALARY RANGES:

Staff Programmer Analyst (Specialist): $4732 – 5754

Senior Programmer Analyst (Specialist): $5206 - 6327

HOW TO APPLY

This is a one-day file-in-person exam. **Applications (Form 678) must be personally delivered between 8:00 a.m. and 4:00 p.m. at the Department of Mental Health at the address indicated below**. Applications will not be accepted by mail, messenger, inter-office mail or express delivery. Applications delivered before or after the file-in-person date will not be accepted. Applicants are required to bring either a photo identification card or two forms of signed identification. Applications personally delivered before or after the file-in-person date and time will not be accepted.

WHERE TO APPLY

DEPARTMENT OF MENTAL HEALTH
1600 NINTH STREET - ATRIUM
SACRAMENTO, CA 95814
(916) 654-2351 / TDD (916) 654-1782

Submit applications only to address indicated above. Do not submit applications to the State Personnel Board.

CROSS-FILING INFORMATION

IF YOU MEET THE ENTRANCE REQUIREMENTS FOR THE STAFF PROGRAMMER ANALYST (SPECIALIST) AND THE SENIOR PROGRAMMER ANALYST (SPECIALIST) YOU MAY FILE FOR BOTH EXAMINATIONS ON ONE APPLICATION.

TESTING RESTRICTION

The testing period for this classification is 12 months. You may not test for this classification more than one in a testing period. If you have taken an examination for this classification with the Department of Mental Health, Atascadero, Coalinga, Metropolitan, Napa or Patton State Hospitals or with Salinas Valley or Vacaville Psychiatric Programs within the last 12 months, you are not eligible to compete in this examination.

(*) TRANSFER OF ELIGIBILITY RESTRICTION

THE RESULTING ELIGIBLE LIST WILL BE USED TO FILL VACANCIES AT THE DEPARTMENT OF MENTAL HEALTH SACRAMENTO HEADQUARTERS ONLY. TRANSFER OF LIST ELIGIBILTY WILL NOT BE ALLOWED.

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark 'yes' on Question #2 on the "Examination and/or Employment Application". You will be contacted to make specific arrangements.

FILE-IN-PERSON DATE/TIME

FRIDAY, JULY 22, 2005, 8:00 A.M. TO 4:00 P.M.

WRITTEN TEST DATE

SATURDAY, JULY 30, 2005

EXAM PLAN

This examination will consist of a Written Examination, weighted 100.00%. In order to obtain a position on the eligible list, a passing score must be attained. COMPETITORS WHO DO NOT APPEAR FOR THE WRITTEN TEST WILL BE DISQUALIFIED.

This is an open examination. Applications will not be accepted on a promotional basis.

MINIMUM QUALIFICATIONS

NOTE: All competitors must meet the education and/or experience requirements for this examination by the written test date.

NOTE: All applications/resumes must include: "to" and "from" dates (month/day/year); time base; and civil service class titles. Applications/resumes received without this information will be rejected.

Experience applicable to one of the following patterns may be combined on a proportional basis with experience applicable to other patterns to meet the total experience requirement.

STAFF PROGRAMMER ANALYST (SPECIALIST)

Either I

One year of experience in the California state service performing duties comparable to an Associate Programmer Analyst (Specialist) or Associate Programmer Analyst (Supervisor).

It is an objective of the state of California to achieve a drug-free workplace. 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.

Or II

Two years of progressively responsible experience in information technology systems study, design, and programming, which shall have included responsibility on a project for analyzing operational methods and developing computer programs to meet desired results. One year of experience in this pattern must include independent performance of programming and analysis work, lead of a programming team, or participation as a team member on projects of a very complex nature or broad scope.

Or III

Thirty semester units or 45-quarter units of graduate work in information technology-related coursework from a recognized college or university.

SENIOR PROGRAMMER ANALYST (SPECIALIST)

Either I

One year of experience in the California state service performing duties comparable to a Staff Programmer Analyst (Specialist) or Staff Programmer Analyst (Supervisor).

Or II

Two years of experience in the California state service performing duties comparable to an Associate Programmer Analyst (Specialist) or Associate Programmer Analyst (Supervisor).

Or III

Thirty months of progressively responsible experience in information technology systems study, design, and programming, which shall have included responsibility on a project for analyzing operational methods and developing computer programs to meet desired results. One year of experience in this pattern must include responsibility as a project leader on complex applications, or resolution of complex information technology systems problems, and working independently as a technical specialist.

JOB DESCRIPTION

Programming languages used by the Department of Mental Health include: Visual Basic, VB/ASP.NET, Natural/Adabas, Transact SQL, VBA for MS Excel and Access.

Staff Programmer Analyst (Specialist): Under general supervision, acts as a project leader on complex applications, and/or on complex information technology systems problems; works independently as a technical specialist and performs other related duties.

Senior Programmer Analyst (Specialist): Under general direction, acts as a project leader on the most complex applications, and/or on the most complex information technology system problems; works independently as a high-level technical specialist and performs other related duties.

POSITION LOCATION(S)

Positions are available at Sacramento Headquarters.

EXAM INFORMATION

WRITTEN TEST – WEIGHTED 100%

The scope of the written examination will include the following:

Knowledge of:

1. Information technology system programming, equipment, and its capabilities.
2. Principles of designing methods of processing information.

Ability to:

1. Write complex programs and develop detailed program specifications.
2. Analyze information and situations.
3. Reason logically and creatively.
4. Identify problems, draw valid conclusions, and develop effective solutions.

ELIGIBLE LIST INFORMATION

The resulting eligible lists will be used to fill vacancies at Sacramento Headquarters only. The lists will be in effect for a minimum of 12 months. They will be abolished after 48 months or the completion of subsequent examinations, whichever comes first.

VETERANS PREFERENCE

Veterans Preference credit will be added to the final score of all competitors who are successful in this examination and who qualify for, and have requested these points. Due to changes in the law, which were effective January 1, 1996, VETERANS WHO ACHIEVE PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS CREDIT.

GENERAL INFORMATION

Applications are available at the State Personnel Board, local offices of the Employment Development Department, and the location(s) noted on this bulletin.

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

The Department of Mental Health 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 competitors and conditions warrant. Ordinarily oral interviews are scheduled at the spot location of the examination, however, locations of interviews may be 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) multidepartmental promotional, 4) servicewide 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.

General Qualifications: Competitors 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, investigation may be made of employment record and personal history and fingerprinting may be required.

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 competitor is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

TDD is Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD Device.