



Promotional Exam Bulletin

SUPERVISING PROGRAM TECHNICIAN III

SALARY \$3,358 - \$4,085

Final Filing Date

February 10, 2010

Submit Application To

California State Lottery
Human Resources Division
Attn: Margie Gordon
P.O. Box 2630
Sacramento, CA 95812-2630

Exam Date

March 2010

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Who Should Apply

This is a promotional exam. Competition is limited to California State Lottery employees.

Applicants must have a permanent civil service appointment with the California State Lottery by the above listed final filing date in order to take this exam. Under certain circumstances, former California State Lottery employees may be allowed to compete under the provisions of Rule 235.

How to Apply

Submit a completed Exam and/or Employment Application (STD 678).

All applications must include "from" and "to" employment dates (month/day/year), time base, civil service classification title(s) and range(s).

Résumés containing additional information may be submitted with the STD 678.

Special Testing Information

If you have a disability that requires accommodation, mark the appropriate box on the STD 678. You will be contacted to make specific arrangements.

Position Description

This is the full supervisory level in this series. Incumbents are responsible for planning, organizing, and directing a large unit of Program Technicians and may also supervise lower-level Supervising Program Technicians.

Minimum Qualifications

All applicants must meet the education and/or experience requirements for this examination by the final filing date. 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. to meet 100% of the overall experience requirements.

Either I

In the California state service, either: (a) one year of experience performing duties equivalent in level of responsibility to the class of Supervising Program Technician II or Program Technician III; or (b) two years of experience performing duties equivalent in level of responsibility to the class of Program Technician II or Supervising Program Technician I.

Or II

Four years of experience in a governmental or private agency performing duties with program responsibilities equivalent in level to those of the departmental program in the State of California for which the examination is being administered. (Experience applied toward this requirement must include at least one year in a position equivalent in level of responsibility to the California state civil service class of Supervising Program Technician II.)

Knowledge Of

Principles of effective supervision; supervisory responsibilities under the Ralph C. Dills Act; a supervisor's role in promoting equal opportunity in hiring, development, and promotion of employees and for maintaining a work environment which is free of discrimination and harassment; appropriate laws, rules, regulations, and policies of the State of California governing the departmental program area(s) for which the examination is being administered.

Ability To

Plan, organize, direct, and evaluate the work of employees; assess the training needs of employees; develop staff; understand and fulfill supervisory responsibilities under the Ralph C. Dills Act; effectively promote equal opportunity in employment and maintain a work environment which is free of discrimination and harassment; apply appropriate laws, rules, regulations, and policies of the State of California governing the departmental program area(s) for which the examination is being administered.

Exam Information

This exam will consist of a Qualifications Appraisal Interview (QAP). The QAP will be a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in this examination.

Eligible List Information

A departmental promotional list will be established for use by the California State Lottery. The list will expire 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period. Candidates will only be notified of a change if prior to the 12 month expiration date.

General Information

Veterans Preference: California law allows granting veterans preference credit in entrance level Open and Open, Non-promotional exams. Directions for applying for veteran's preference credit are on the Veterans Preference Application (Form 1093) which is available on the Internet at www.spb.ca.gov.

Career Credits: Career credits are granted only in Open, Non-promotional exams without a SPOT location. Three points are added to the final test score of those candidates who meet the criteria and who pass the exam.

Background Investigation: Pursuant to Government Code Section 8880.38, any successful candidate may undergo a thorough background investigation before employment with the State of California can be obtained.

Felony Disqualification: Pursuant to Government Code Section 8880.71, persons convicted of a felony or gambling related offense are not eligible to be examined for or be appointed to any position with the California State Lottery.

General Qualifications: Candidates should possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class.

It is the candidate's responsibility to contact the California State Lottery, Employee Selection and Services unit at (916) 322-5109 four weeks after filing his/her application if he/she has not received his/her notice to appear for the exam. If a candidate's notice of testing fails to reach him/her prior to the day of the exam due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at the State Personnel Board or on their website at www.spb.ca.gov, local offices of the Employment Development Department, and any California State Lottery district office.

If you meet the requirements stated on this bulletin you may be eligible to take this exam, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in this exam will be compared to the Knowledge, Skills and Abilities required for this classification. All candidates who pass will be ranked according to their scores.

The California State Lottery reserves the right to revise the exam plan to better meet the needs of the service if the circumstances change under which this exam was planned. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

**California State Lottery > Human Resources Division
600 North 10th Street > Sacramento, CA 95811
Exam Line (916) 322-5109 > From TDD Phones: 1-800-345-4275**