



Also known as Commission on California State Government Organization and Economy

PROJECT MANAGER I, LITTLE HOOVER COMMISSION

Class Code: 5424

Examination Code: OGS02

Examination Type: Departmental Open – Statewide

Bulletin Release Date: February 12, 2020

Final Filing Date: April 30, 2020

Click here for the current JOB ADVERTISEMENT for [Project Manager I, Little Hoover Commission Job Posting](#). You will need to apply for the Project Manager I, Little Hoover Commission position as well as complete and submit this examination to be eligible for a list appointment.

CLASSIFICATION DETAILS

Salary Range:

\$5,656.00 – \$7,080.00

View the [classification specification](#) for the Project Manager I, Little Hoover Commission classification.

APPLICATION INSTRUCTIONS

Who Should apply:

This is an open-statewide examination administered by the Department of General Services on behalf of Little Hoover Commission for all state agencies. Anyone who meets the minimum qualifications as stated below may apply. Applications will not be accepted on a promotional basis.

How to Apply:

All applicants must complete and submit an [Examination Application \(STD. 678\)](#) **and** Qualifications Assessment. The Qualifications Assessment can be found after this exam bulletin in this document.

Note: Resumes alone will not be accepted. The examination title must be indicated on the application.

A FAXED or EMAILED APPLICATION AND QUALIFICATIONS ASSESSMENT WILL NOT BE ACCEPTED.

You may submit your examination package by mail to:

**Department of General Services
Office of Human Resources – Kathie Raftery
P.O. Box 989052
West Sacramento, CA 95798-9052**

Applications (STD 678) and Qualifications Assessments must be POSTMARKED no later than the final filing date. Dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the USPS, are not considered Postmark dates for the purpose of determining timely filing of an application.

Or in person at:

**707 3rd Street, 7th Floor
West Sacramento, CA 95605**

If you are personally delivering your application and Qualifications Assessment, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, to the street address as listed above.

Special Testing Arrangements:

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.

Requirements for Admittance to the Examination:

Applicants must meet the experience/education requirements by the final filing date. Your signature on your application indicates that you have read, understood and possess the qualifications required. 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 "Or II", 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 requirement.

NOTE: Applications/resumes MUST contain the following information: "to" and "from" dates (month/day/year), time base, civil service class title(s), and range, if applicable. College course information MUST include: title, semester or quarter credits, name of institution, completion dates, and degree (if applicable). Applications/resumes received without this information may be rejected.

MINIMUM QUALIFICATIONS

Either I

One year of experience in the California state service performing analytical research and report writing duties or Legislative bill analysis in a class with a level of responsibility not less than Associate Governmental Program Analyst.

Or II

Three years of increasingly responsible professional analytical writing experience, as evidenced by published work in newspapers, magazines, trades or academic journals, or books. (Experience in the California state service applied toward this pattern must include one year performing duties of a class with a level of responsibility not less than Associate Governmental Program Analyst.) and

Equivalent to graduation from college, with major work in journalism, English, economics, political science, public administration or a related field. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

NOTE: Applicants using education to meet the minimum requirements MUST provide a copy of their diploma, official transcript, statement and/or evaluation from an accredited U.S. college or university with their examination application.

THE POSITION

This is the entry and first journey level class in the series. It is used as a training level for the higher professional level in the series. Permanent allocation to this level can be made for lesser skilled functions. Incumbents typically work under the general supervision of the Executive Director. While in a learning capacity, incumbents assist with the more complex studies by researching and writing portions of the study. Upon advancement to the higher range, the incumbents may be entirely responsible for small, less complex studies, interacting on behalf of the Commission with mid-level officials and pursuing study processes with some degree of autonomy.

Position exists at Little Hoover Commission in Sacramento only.

EXAMINATION SCOPE

This examination consists of the following components:

Qualifications Assessment - Weighted 100%

This examination will consist of a Qualifications Assessment weighted 100%. Candidates must attain an overall minimum score of 70% in order to be placed on the eligible list.

NOTE: It is especially important that each applicant take special care to accurately and completely fill out their application. List all experience relevant to the "Minimum Qualifications" shown on this announcement.

CANDIDATES WHO DO NOT COMPLETE OR SUBMIT THE QUALIFICATIONS ASSESSMENT WILL BE DISQUALIFIED.

Scope:

In addition to evaluating the competitor's relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor's:

A. Knowledge of:

1. Research, survey and analytical processes.
2. California State Government functions, organization and processes.
3. Methods of presenting the results of research.
4. Techniques of editing and preparing material for publication including English usage, grammar, punctuation and spelling.
5. Report writing elements.

B. Ability to:

1. Plan and carry out Commission studies.
2. Do unusual and difficult analytical research.
3. Initiate and perform analytical research using a variety of sources.
4. Establish and maintain cooperative working relationships.
5. Use interdisciplinary teams effectively in the conduct of studies.
6. Facilitate meetings.
7. Communicate effectively with individuals and groups.
8. Speak effectively before large groups.
9. Reason logically and creatively and use a variety of analytical and research techniques to solve complex problems.
10. Analyze situations and propose an effective course of action.
11. Analyze data.
12. Identify the need for and provide creative thinking related to complex problems.
13. Develop and evaluate alternatives.
14. Write thorough, credible, well-documented reports.
15. Work within tight deadlines.

ELIGIBLE LIST INFORMATION

An Open-Statewide eligible list will be established for the Little Hoover Commission. This 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.

VETERANS' PREFERENCE

Veterans' Preference will be granted for this examination. Veterans who have achieved permanent civil service status are not eligible to receive Veterans' Preference. Career Credits do not apply.

EQUAL OPPORTUNITY EMPLOYER

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right of 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.

DRUG-FREE STATEMENT

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.

CONTACT INFORMATION

If you have questions concerning this announcement, please contact the Department of General Services, Office of Human Resources, Kathie Raftery, Exam Analyst at (916) 376-5421.

California Department of General Services
Office of Human Resources – Examination Unit
707 3rd Street, 7th Floor
West Sacramento, CA 95605
Phone: (916) 376-5401

California Relay Service: 7-1-1 (TTY and voice). TTY is a Telecommunications Device for the Deaf, and is reachable only from phones equipped with a TTY Device.

GENERAL INFORMATION

Applications are available at local offices of the Employment Development Department, the Department noted on the bulletin, or on the Internet at [CalCareer Account](#).

If you meet the requirements stated on this examination 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 take this test, and all candidates who pass will be ranked according to their scores.

The Department of General Services 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 the 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 as determined by the departmental testing office. Ordinarily, interviews are scheduled in Sacramento, San Francisco and Los Angeles. However, locations of interviews 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) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 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 from 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; 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 exams investigation may be made of employment records and personal history--fingerprinting may be required.

Veterans' Preference: California law allows the granting of Veterans' Preference in any Open examination. In accordance with Government Code Sections 18973.1 and 18973.5, Veterans' Preference will be awarded as follows: 1) any veteran, widow or widower of a veteran, or spouse of a 100% disabled veteran, who achieves a passing score in an open 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) Veterans' Preference is not granted once a person achieves permanent civil service status.

Directions to apply for Veterans' Preference are available at the CalHR's website by clicking on the following link: [CalCareer Veterans](#). Additional information can also be found at the California Department of Veterans Affairs at [CalVet Veterans](#).

High School Equivalence: Equivalent to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational 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 and accounting classes, substitution of business college work in place of high school on a year-for-year basis.



Project Manager I, Little Hoover Commission Qualifications Assessment

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GENERAL INSTRUCTIONS

READ INSTRUCTIONS CAREFULLY

This Qualifications Assessment is the examination for the Project Manager I, Little Hoover Commission classification. This examination will provide you with an opportunity to demonstrate your knowledge and experience in a variety of areas.

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 Little Hoover Commission 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. Additional instructions are provided on the following pages.

WHAT DOES THE EXAMINATION PACKAGE CONSIST OF?

The Examination Package consists the following:

- Complete the State of California [Examination Application \(STD. 678\)](#) and be sure to sign and date the application. Please refrain from writing “see resume” under the duties performed on the application.
- Your completed Qualifications Assessment.
- All documents required for completion: Candidate Information, Prior State Employment Information, Conditions of Employment, and Affirmation Statement.
- Any supporting documentation to meet the minimum qualifications (see bulletin for minimum qualifications). For example, if you are meeting the minimum qualifications with education, you must include a copy of your diploma and/or official transcript(s). A copy of the official marked transcript is sufficient. The seal may be broken on the envelope upon your receipt of your transcript.

If any of the above mentioned documents are not completed and/or submitted, you may be disqualified from this examination.

MAILING INSTRUCTIONS

You may mail or deliver in person your completed Qualifications Assessment Package to the following address:

Department of General Services
Office of Human Resources
707 3rd Street, 7th Floor
West Sacramento, CA 95605
Attention: Kathie Raftery

If you choose to deliver your Qualifications Assessment Package, our business hours and days are between 8:00 a.m. and 5:00 p.m., Monday through Friday.

Note:

- Candidates whose Qualification Assessment Package is postmarked, personally delivered, or received via interoffice mail **after** the final filing date will be disqualified from the examination.
- Be sure your envelope has **adequate postage including a postmark date** if submitting via mail.
- Dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the USPS, are not considered Postmark dates for the purpose of determining timely filing of an application.
- Facsimiles (FAX) OR email copies will **NOT** be accepted under any circumstances.
- Keep a photocopy of your completed Qualifications Assessment Package for your records.

Project Manager I, Little Hoover Commission Qualifications Assessment

CANDIDATE INFORMATION

Name: _____

Social Security Number:

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

PLEASE MARK THE APPROPRIATE BOX(ES) OF YOUR CHOICE

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 below.

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:

- 3400 Sacramento County (*Positions exist at Little Hoover Commission in Sacramento only*)

ADDRESS OR AVAILABILITY FOR EMPLOYMENT CHANGES

Please refer to your [CalCareer Account](#) and log into to update address changes and/or availability for employment changes or contact Department of General Services for assistance at the following address:

Department of General Services
Office of Human Resources
707 3rd Street, 7th Floor
West Sacramento, CA 95605
Attention: Kathie Raftery
(916) 376-5421

START HERE FOR THE QUALIFICATIONS ASSESSMENT

EXPERIENCE – QUALIFICATIONS ASSESSMENT

Read each statement carefully and select the option that best relates to your experience. Your experience includes your education, training courses, and/or work experience (paid or not paid).

1. Research public policy and/or organizational issues to present options regarding possible studies.

Select one that best relates to your experience:

- Extensive (more than 4 years working independently and in a lead role on occasion)
- Moderate (more than 3 years, but less than 4 years working independently)
- Basic (more than 2 years, but less than 3 years with minimal assistance)
- Limited (less than 2 years with assistance)
- None (I have never performed this action)

2. Consult with subject matter experts, high level governmental or private sector officials, commissioners and/or members of the public.

Select one that best relates to your experience:

- Extensive (more than 4 years working independently and in a lead role on occasion)
- Moderate (more than 3 years, but less than 4 years working independently)
- Basic (more than 2 years, but less than 3 years with minimal assistance)
- Limited (less than 2 years with assistance)
- None (I have never performed this action)

3. Write memoranda, informational pieces, invitations, letters and summaries that evaluate a public policy issue.

Select one that best relates to your experience:

- Extensive (more than 4 years working independently and in a lead role on occasion)
- Moderate (more than 3 years, but less than 4 years working independently)
- Basic (more than 2 years, but less than 3 years with minimal assistance)
- Limited (less than 2 years with assistance)
- None (I have never performed this action)

4. Assist in the development of a study plan that identifies issues, subject matter experts, and processes (hearings, advisory meetings, and/or site visits).

Select one that best relates to your experience:

- Extensive (more than 4 years working independently and in a lead role on occasion)
- Moderate (more than 3 years, but less than 4 years working independently)
- Basic (more than 2 years, but less than 3 years with minimal assistance)
- Limited (less than 2 years with assistance)
- None (I have never performed this action)

5. Interview subject matter experts to gather information and assess credibility.

Select one that best relates to your experience:

- Extensive (more than 4 years working independently and in a lead role on occasion)
- Moderate (more than 3 years, but less than 4 years working independently)
- Basic (more than 2 years, but less than 3 years with minimal assistance)
- Limited (less than 2 years with assistance)
- None (I have never performed this action)

6. Analyze information gathered through interviews and research to determine what information to include in written documents.

Select one that best relates to your experience:

- Extensive (more than 4 years working independently and in a lead role on occasion)
- Moderate (more than 3 years, but less than 4 years working independently)
- Basic (more than 2 years, but less than 3 years with minimal assistance)
- Limited (less than 2 years with assistance)
- None (I have never performed this action)

7. Communicate effectively orally and in writing with relevant individuals to respond to inquiries and/or relay information.

Select one that best relates to your experience:

- Extensive (more than 4 years working independently and in a lead role on occasion)
- Moderate (more than 3 years, but less than 4 years working independently)
- Basic (more than 2 years, but less than 3 years with minimal assistance)
- Limited (less than 2 years with assistance)
- None (I have never performed this action)

8. Develop relationships and facilitate meetings with staff and subject matter experts to accomplish the goals of the commissioners.

Select one that best relates to your experience:

- Extensive (more than 4 years working independently and in a lead role on occasion)
- Moderate (more than 3 years, but less than 4 years working independently)
- Basic (more than 2 years, but less than 3 years with minimal assistance)
- Limited (less than 2 years with assistance)
- None (I have never performed this action)

9. Assist with the direction of research, writing, meeting preparation, note taking, and proofreading performed by research staff to complete the tasks of a study.

Select one that best relates to your experience:

- Extensive (more than 4 years working independently and in a lead role on occasion)
- Moderate (more than 3 years, but less than 4 years working independently)
- Basic (more than 2 years, but less than 3 years with minimal assistance)
- Limited (less than 2 years with assistance)
- None (I have never performed this action)

10. Assist in the formulation and development of a strategy to implement study recommendations and to monitor the progress made.

Select one that best relates to your experience:

- Extensive (more than 4 years working independently and in a lead role on occasion)
- Moderate (more than 3 years, but less than 4 years working independently)
- Basic (more than 2 years, but less than 3 years with minimal assistance)
- Limited (less than 2 years with assistance)
- None (I have never performed this action)

11. Write and revise well-documented and logically constructed draft reports of study findings and recommendations.

Select one that best relates to your experience:

- Extensive (more than 4 years working independently and in a lead role on occasion)
- Moderate (more than 3 years, but less than 4 years working independently)
- Basic (more than 2 years, but less than 3 years with minimal assistance)
- Limited (less than 2 years with assistance)
- None (I have never performed this action)

12. Prepare written documents such as talking points and background materials for senior management and/or commissioners to adequately represent the organization in meetings, hearings and other public speaking events.

Select one that best relates to your experience:

- Extensive (more than 4 years working independently and in a lead role on occasion)
- Moderate (more than 3 years, but less than 4 years working independently)
- Basic (more than 2 years, but less than 3 years with minimal assistance)
- Limited (less than 2 years with assistance)
- None (I have never performed this action)

13. Work with relevant commissioners to identify support and opposition to study recommendations, and build consensus.

Select one that best relates to your experience:

- Extensive (more than 4 years working independently and in a lead role on occasion)
- Moderate (more than 3 years, but less than 4 years working independently)
- Basic (more than 2 years, but less than 3 years with minimal assistance)
- Limited (less than 2 years with assistance)
- None (I have never performed this action)

**CONTINUE THE EXAMINATION TO THE KNOWLEDGE, SKILL OR ABILITY (KSA) –
QUALIFICATIONS ASSESSMENT ON THE NEXT PAGE**

KNOWLEDGE, SKILL OR ABILITY (KSA) - QUALIFICATIONS ASSESSMENT

Read each statement carefully and select the option that best relates to your knowledge, skill or ability (KSA). Your knowledge, skill or ability includes your education, training courses, and/or work experience (paid or not paid).

1. Knowledge of research, survey and analytical processes to gather and present information for public policy or organizational studies.

Select one that best describes your knowledge:

- Extensive Knowledge (have performed this task without supervision)
- Moderate Knowledge (have performed this task but had general supervision)
- Limited Knowledge (have education and/or training but have not applied task to a job)
- No Knowledge (no experience, education or training)

2. Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar to prepare written communications.

Select one that best describes your knowledge:

- Extensive Knowledge (have performed this task without supervision)
- Moderate Knowledge (have performed this task but had general supervision)
- Limited Knowledge (have education and/or training but have not applied task to a job)
- No Knowledge (no experience, education or training)

3. Knowledge of political processes to understand the context of studies.

Select one that best describes your knowledge:

- Extensive Knowledge (have performed this task without supervision)
- Moderate Knowledge (have performed this task but had general supervision)
- Limited Knowledge (have education and/or training but have not applied task to a job)
- No Knowledge (no experience, education or training)

4. Knowledge of conflict-of-interest concepts (laws, rules, and cultural norms) to conduct studies in a fair and impartial manner.

Select one that best describes your knowledge:

- Extensive Knowledge (have performed this task without supervision)
- Moderate Knowledge (have performed this task but had general supervision)
- Limited Knowledge (have education and/or training but have not applied task to a job)
- No Knowledge (no experience, education or training)

5. Knowledge of principles and methods involved in planning informational events, including the Bagley-Keene Open Meeting Act, to organize and coordinate hearings, meetings and site visits.

Select one that best describes your knowledge:

- Extensive Knowledge (have performed this task without supervision)
- Moderate Knowledge (have performed this task but had general supervision)
- Limited Knowledge (have education and/or training but have not applied task to a job)
- No Knowledge (no experience, education or training)

6. Knowledge of public policy and government research organizations to gather information and identify subject matter experts for public policy or organizational studies.

Select one that best describes your knowledge:

- Extensive Knowledge (have performed this task without supervision)
- Moderate Knowledge (have performed this task but had general supervision)
- Limited Knowledge (have education and/or training but have not applied task to a job)
- No Knowledge (no experience, education or training)

7. Knowledge of techniques of organizing, preparing, producing and disseminating information to effectively communicate.

Select one that best describes your knowledge:

- Extensive Knowledge (have performed this task without supervision)
- Moderate Knowledge (have performed this task but had general supervision)
- Limited Knowledge (have education and/or training but have not applied task to a job)
- No Knowledge (no experience, education or training)

8. Knowledge of principles of public administration and public policy analysis to conduct public policy and organizational studies.

Select one that best describes your knowledge:

- Extensive Knowledge (have performed this task without supervision)
- Moderate Knowledge (have performed this task but had general supervision)
- Limited Knowledge (have education and/or training but have not applied task to a job)
- No Knowledge (no experience, education or training)

9. Knowledge of computer research techniques and tools, online resources, and internet search engines to gather information for public policy and organizational studies.

Select one that best describes your knowledge:

- Extensive Knowledge (have performed this task without supervision)
- Moderate Knowledge (have performed this task but had general supervision)
- Limited Knowledge (have education and/or training but have not applied task to a job)
- No Knowledge (no experience, education or training)

10. Knowledge of current events to understand the context of studies.

Select one that best describes your knowledge:

- Extensive Knowledge (have performed this task without supervision)
- Moderate Knowledge (have performed this task but had general supervision)
- Limited Knowledge (have education and/or training but have not applied task to a job)
- No Knowledge (no experience, education or training)

11. Knowledge of conflict resolution techniques to address and deal with conflicts and issues that may arise in the course of work.

Select one that best describes your knowledge:

- Extensive Knowledge (have performed this task without supervision)
- Moderate Knowledge (have performed this task but had general supervision)
- Limited Knowledge (have education and/or training but have not applied task to a job)
- No Knowledge (no experience, education or training)

12. Knowledge of confidentiality and the management of sensitive information to appropriately represent the organization.

Select one that best describes your knowledge:

- Extensive Knowledge (have performed this task without supervision)
- Moderate Knowledge (have performed this task but had general supervision)
- Limited Knowledge (have education and/or training but have not applied task to a job)
- No Knowledge (no experience, education or training)

13. Knowledge of strategic planning processes and performance measurement methodologies to accomplish the goals.

Select one that best describes your knowledge:

- Extensive Knowledge (have performed this task without supervision)
- Moderate Knowledge (have performed this task but had general supervision)
- Limited Knowledge (have education and/or training but have not applied task to a job)
- No Knowledge (no experience, education or training)

14. Knowledge of the importance of laws, legal codes, court rulings, precedents, government regulations, executive orders, and agency rules.

Select one that best describes your knowledge:

- Extensive Knowledge (have performed this task without supervision)
- Moderate Knowledge (have performed this task but had general supervision)
- Limited Knowledge (have education and/or training but have not applied task to a job)
- No Knowledge (no experience, education or training)

15. Skill at critical thinking to identify the strengths and weaknesses of different approaches.

Select one that best describes your skill:

- Extensive Skill (have performed this task without supervision)
- Moderate Skill (have performed this task but had general supervision)
- Limited Skill (have education and/or training but have not applied task to a job)
- No Skill (no experience, education or training)

16. Ability to plan and carry out complex studies for public policy and organizational studies.

Select one that best describes your ability:

- Extensive Ability (have performed this task without supervision)
- Moderate Ability (have performed this task but had general supervision)
- Limited Ability (have education and/or training but have not applied task to a job)
- No Ability (no experience, education or training)

17. Ability to establish and maintain cooperative working relationships.

Select one that best describes your ability:

- Extensive Ability (have performed this task without supervision)
- Moderate Ability (have performed this task but had general supervision)
- Limited Ability (have education and/or training but have not applied task to a job)
- No Ability (no experience, education or training)

18. Ability to use interdisciplinary teams effectively in the conduct of studies.

Select one that best describes your ability:

- Extensive Ability (have performed this task without supervision)
- Moderate Ability (have performed this task but had general supervision)
- Limited Ability (have education and/or training but have not applied task to a job)
- No Ability (no experience, education or training)

19. Ability to facilitate meetings to discuss issues, and gather and relay information.

Select one that best describes your ability:

- Extensive Ability (have performed this task without supervision)
- Moderate Ability (have performed this task but had general supervision)
- Limited Ability (have education and/or training but have not applied task to a job)
- No Ability (no experience, education or training)

20. Ability to analyze complex problems and propose an effective course of action to develop potential findings and recommendations.

Select one that best describes your ability:

- Extensive Ability (have performed this task without supervision)
- Moderate Ability (have performed this task but had general supervision)
- Limited Ability (have education and/or training but have not applied task to a job)
- No Ability (no experience, education or training)

21. Ability to analyze data to determine its significance in order to prepare written communications.

Select one that best describes your ability:

- Extensive Ability (have performed this task without supervision)
- Moderate Ability (have performed this task but had general supervision)
- Limited Ability (have education and/or training but have not applied task to a job)
- No Ability (no experience, education or training)

22. Ability to develop and evaluate policy alternatives to present options.

Select one that best describes your ability:

- Extensive Ability (have performed this task without supervision)
- Moderate Ability (have performed this task but had general supervision)
- Limited Ability (have education and/or training but have not applied task to a job)
- No Ability (no experience, education or training)

23. Ability to write thorough, credible, well-documented reports within tight deadlines to complete work products timely and present the reports.

Select one that best describes your ability:

- Extensive Ability (have performed this task without supervision)
- Moderate Ability (have performed this task but had general supervision)
- Limited Ability (have education and/or training but have not applied task to a job)
- No Ability (no experience, education or training)

24. Ability to assess and evaluate programs and their performance to inform public policy and organizational studies.

Select one that best describes your ability:

- Extensive Ability (have performed this task without supervision)
- Moderate Ability (have performed this task but had general supervision)
- Limited Ability (have education and/or training but have not applied task to a job)
- No Ability (no experience, education or training)

25. Ability to quickly learn the details of a new study topic to conduct public policy and organizational studies.

Select one that best describes your ability:

- Extensive Ability (have performed this task without supervision)
- Moderate Ability (have performed this task but had general supervision)
- Limited Ability (have education and/or training but have not applied task to a job)
- No Ability (no experience, education or training)

26. Ability to coordinate hearings and meetings to achieve an effective, productive and educational event.

Select one that best describes your ability:

- Extensive Ability (have performed this task without supervision)
- Moderate Ability (have performed this task but had general supervision)
- Limited Ability (have education and/or training but have not applied task to a job)
- No Ability (no experience, education or training)

27. Demonstrate ability to act as a member of a team.

Select one that best describes your ability:

- Extensive Ability (have performed this task without supervision)
- Moderate Ability (have performed this task but had general supervision)
- Limited Ability (have education and/or training but have not applied task to a job)
- No Ability (no experience, education or training)

28. Ability to produce informational graphics such as charts, maps, and other visual summaries.

Select one that best describes your ability:

- Extensive Ability (have performed this task without supervision)
- Moderate Ability (have performed this task but had general supervision)
- Limited Ability (have education and/or training but have not applied task to a job)
- No Ability (no experience, education or training)

29. Ability to communicate via the organization's social media and website.

Select one that best describes your ability:

- Extensive Ability (have performed this task without supervision)
- Moderate Ability (have performed this task but had general supervision)
- Limited Ability (have education and/or training but have not applied task to a job)
- No Ability (no experience, education or training)

THIS CONCLUDES THE QUALIFICATIONS ASSESSMENT

AFFIRMATION STATEMENT

THIS AFFIRMATION MUST BE COMPLETED

I hereby certify and understand the information provided by me on this Qualifications Assessment is true and correct 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.

It is a violation of Government Code Section 18935 “to practice any deception or fraud” on your application, on this Qualifications Assessment, or any other documentation you submit to obtain state employment eligibility.

SIGNATURE: _____

DATE: _____

NAME (PRINTED): _____

THIS COMPLETES THE QUALIFICATIONS ASSESSMENT