



Research Writer

Exam Code: 2WR52

Department: State of California

Exam Type: Servicewide, Open

Final Filing Date: July 17, 2023

CLASSIFICATION DETAILS

Research Writer – \$5,518 - \$6,907 per month

[View the Research Writer classification specification](#)

APPLICATION INSTRUCTIONS

Final Filing Date: July 17, 2023

Examination Applications (STD. 678) must be postmarked or submitted in person no later than the final filing date. Applications postmarked or submitted after 4:30pm on the final filing date will not be accepted for any reason. Dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the USPS or equivalent mobile print technology, are not acceptable proof of the date the application and any other required documents or materials were filed/mailed. Faxed or emailed applications will not be accepted.

Who Should Apply:

Applicants who meet the minimum qualifications as stated on this bulletin may apply for and take this examination.

Once you have taken this examination, you may not retake it for **twelve (12)** months.

How To Apply:

It is the personal responsibility of each examination candidate to submit their application materials within the timeframe and in the manner specified on this examination bulletin. Examination Applications (STD 678) may be mailed or submitted in person by the final filing date to the mailing address below or submitted in person by the final filing date to the address and specific floor listed below. **Applications mailed or submitted in person to any other location shall not be accepted.**

MAILING ADDRESS:

Department of Water Resources
P.O. Box 1079
Sacramento, CA 95812

OR

SUBMIT IN PERSON:

Department of Water Resources
Division of Human Resources
715 P Street, 7th floor
Sacramento, CA 95814

DO NOT MAIL OR SUBMIT APPLICATIONS TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES OR DEPARTMENT OF WATER RESOURCES' FIELD OFFICES.

Examination Applications must be dated and signed with an original signature. Applications must include "to" and "from" dates (month/day/year), job title, time base, and duties performed. Applications received without this information will be rejected. Resumes and other attachments will not be accepted in lieu of a completed application.

Special Testing Arrangements:

If you require special testing arrangements due to a verified disability or medical condition, mark the appropriate box in Question 10 of the Examination Application (STD. 678) and submit the Accommodation Request form (STD. 679) with your application. You will then be contacted to make specific arrangements. You may also contact:

Department of Water Resources
Division of Human Resources
715 P Street, 7th Floor
Sacramento, CA 95814

Phone: (916) 902-8097
Email: Jennifer.Hitch@water.ca.gov

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

MINIMUM QUALIFICATIONS

All applicants must meet the education and/or experience requirements as stated on this exam bulletin to be accepted into the examination. Part-time or full-time jobs, regardless of whether paid or volunteer positions, and inside or outside California state service will count toward experience.

All applicants must meet the minimum qualifications for this examination by the final filing date.

Research Writer

Either I: Three years of experience in feature writing of articles newspapers, magazines, trade journals, or for radio broadcast or in the writing of technical reports of digests of technical research studies. and

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.

Applicants qualifying under an education requirement **MUST** provide a copy of their college diploma and/or transcripts (unofficial are acceptable) by the final filing date as proof of completion of the required education. Competitors who fail to provide proof of completion of the required education will be eliminated from the examination.

POSITION DESCRIPTION

Research Writer

Under direction, to do interpretive writing of technical material for news releases and publications of State agencies; and to do other related work.

EXAMINATION SCOPE

This examination consists of the following components:

Training and Experience Evaluation – Weighted 100% of the final score.

The examination will consist solely of a **Training and Experience Evaluation**. To obtain a position on the eligible list, a minimum score of 70% must be received. Applicants will receive their score upon completion of the Training and Experience Evaluation process. Competitors who do not complete the Training and Experience Evaluation will be disqualified.

In addition to evaluating applicants' relative knowledge, skills, and ability, as demonstrated by quality and breadth of education and/or experience, emphasis in each exam component will be measuring competitively, relative job demands, each applicant's:

Knowledge of:

- 1) Knowledge of methods of presenting the results of research.

- 2) Knowledge of type, content, and form of articles required for publication by newspapers, magazines, and trade journals and the type of reading public normally served by these publications.
- 3) Knowledge of research procedures in social and economic problems.

Skill in:

- 4) Skills interpretive writing.
- 5) Skills in digesting, abstracting, and condensing technical reports and studies.

Ability to:

- 6) Ability to interpret statistical charts, graphs, and tables.
- 7) Ability to write articles which are adapted to the needs and interests of diverse groups.
- 8) Ability to write proper English.
- 9) Ability to prepare news releases, radio scripts, addresses, and talks by public officials.
- 10) Ability to write articles for publication.

Additional Desirable Qualifications

Originality and tact.

ELIGIBLE LIST INFORMATION

A servicewide, open eligible list for the Research Writer classification will be established for the State of California (all State of California departments, statewide).

The names of successful competitors will be merged onto the eligible list in order of final score regardless of exam date. Eligibility expires **twelve (12) months** after it is established. Applicants must then retake the examination to reestablish eligibility.

Assembly Bill 372, signed into law by Governor Brown on August 12, 2013, changes the way the Veterans Preference process is administered by the State of California.

Veterans Preference will be awarded as follows, starting on January 1, 2014:

Veterans' Preference will be granted for this examination. In accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, or widow or widower of a veteran, or a spouse of a 100 percent disabled veteran who achieves a passing score in an entrance examination, he or she shall be ranked in the top rank of the resulting eligible list. Any veteran who has been dishonorably discharged or released is not eligible for Veteran's Preference. 2) An entrance exam is defined, under law, as any open competitive examination 3) Veterans Preference is not granted once a person achieves permanent civil service status.

Veterans status is verified by the California Department of Human Resources (CalHR). Information on this program and [the Veterans' Preference Application](#) (Std. form 1093) is available online. Additional information on veteran benefits is available at the Department of Veterans Affairs.

EXAMINATION INFORMATION & DATE(S)

Applicants who meet the minimum qualifications will be emailed the link to the qualifications assessment. **Be sure to include your current/valid email address on your application.** Failure to provide your current/valid email address will prevent you from taking the examination.

It is anticipated that the qualified applicants will receive the Training & Experience Evaluation the month of August. The qualified applicants will then have 10 business days from the day the link is sent to take the qualifications assessment.

Career Credits are not granted in open or promotional examinations.

TESTING DEPARTMENTS

Department of Fish & Wildlife

Department of Parks & Recreation

Department of Water Resources

CONTACT INFORMATION

Department of Water Resources
Division of Human Resources
715 P Street, 7th Floor
Sacramento, CA 95814

Phone: (916) 902-8097

Email: Jennifer.Hitch@water.ca.gov

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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.

GENERAL INFORMATION

Examination and/or Employment Application (STD 678) forms are available at the California Department of Human Resources, local offices of the Employment Development Department, and through your [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 in this bulletin will be rated against a predetermined job-related rating, and all applicants who pass will be ranked according to their score.

The California Department of Human Resources (CalHR) 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 laws and rules and all applicants will be notified.

General Qualifications: Applicants must possess essential personal qualifications including integrity, initiative, dependability, good judgement, the 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 records and personal history and fingerprinting may be required.

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) 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 one to four years unless otherwise stated on the bulletin. In the case of continuous testing examinations, names are merged into the appropriate lists in order of final test scores (except as modified by veterans preference credits) regardless of the date of the test, and the resulting eligible lists will be used only to fill vacancies in the area shown on the bulletin

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.

The Department of Water Resources 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 laws and rules and all competitors will be notified.

For an examination with a written feature, it is the candidate's responsibility to contact the Department of Water Resources seven days prior to the test date if he/she has not received his/her notice. For an examination without a written feature it is the candidate's responsibility to contact the Department of Water Resources at (916) 653-4838, TDD (916) 653-1804, three weeks after the final filing/cut-off date if he/she has not received his/her notice.

Applications are available at Department of Water Resources' (DWR) offices, local office of the Employment Development Department, and California Human Resources (CalHR) at <https://jobs.ca.gov/pdf/std678.pdf>.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. All candidates who pass will be ranked according to their scores.

If a candidate's notice of oral interview fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.