



# CALIFORNIA STATE TREASURER'S OFFICE

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

## ASSOCIATE TREASURY PROGRAM OFFICER

### DEPARTMENTAL – PROMOTIONAL

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

**DEPARTMENTAL FOR:**  
STATE TREASURER'S OFFICE

**FINAL FILING DATE: CONTINUOUS - QUARTERLY**

1. **MARCH 8, 2024**
2. **JUNE 7, 2024**
3. **SEPTEMBER 6, 2024**
4. **DECEMBER 6, 2024**

Applications (Form 678) must be POSTMARKED by the U.S. Post office no later than the final filing date. Applications postmarked or personally delivered after 5:00 p.m. or received after the final filing date will not be accepted for any reason.

State Treasurer's Office  
901 P Street, 411-A  
Sacramento, CA 95814  
Attn: Testing Office  
(916) 653-3100

Applications may be submitted via email at: [applications@sto.ca.gov](mailto:applications@sto.ca.gov). Please include the exam title in the subject line. Emailed applications must be received prior to 11:59 p.m. on the final filing date.

#### **DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD.**

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Application for Examination". You will be contacted to make specific arrangements.

**NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.**

It is anticipated that quarterly modified qualifications appraisal panel exams will be held in April 2024, July 2024, October 2024, and January 2025.

**SALARY RANGE: \$5,684 - \$7,114**

#### **COMPETITION LIMITED TO STATE EMPLOYEES:**

Applicants must have a permanent civil service appointment with the department listed above as of the final filing date, in order to participate in this examination; or (1) a current or former employee of the Legislature for two or more years as defined in Government Code § 18990; or (2) a current or former non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code § 18992; or (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 Government Code § 18991.

Once you have taken this examination, you may not retake it for **six (6) months**.

#### **EMPLOYMENT REQUIREMENTS:**

Prior to appointment, persons successful in this exam will be required to undergo a background investigation that includes but may not be limited to, fingerprinting and disclosure of criminal records.

#### **REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION:**

**NOTE:** 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 include more than one pattern and are distinguished as "Either I" 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 the examination as meeting 100% of the overall experience requirement.

#### **EITHER I**

One year of experience in the California State Treasurer's Office performing the duties of a Staff Services Analyst (General), Range C.

#### **OR II**

Three years of experience in responsible financial management work such as in the trust, cash management, or investment department of a governmental agency, private agency, or financial institutions in work involving the evaluation, cashing, and transfer of bonds and securities, or in the purchase and sale of securities, or maintaining the cash position. (Experience in the California state service applied to this requirement must include one year at a level equivalent to a Staff Services Analyst (General), Range C.) **AND**

**EDUCATION:** Equivalent to graduation from college, preferably with specialization in Accounting, Business Administration, Economics, or Finance. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

Applicants who are within six months of satisfying the experience or education requirements will be admitted to the examination, but they must fully meet the experience or education requirements before being eligible for appointment.

#### **THE POSITION:**

The Associate Treasury Program Officer is the full journey level in the series. Under direction, incumbents exercise independent judgment in the performance of their duties. They perform the more responsible, varied, and complex analytical and/or research-oriented duties which relate to the financial programs of the Treasurer's Office. Incumbents work independently to gather and analyze information and make subsequent recommendations to management. Upon assignment, they may confer and negotiate with other governmental and private agencies conducting business with the Office of the State Treasurer. On occasion, they may function as a staff assistant to higher level management personnel on highly complex projects or assignments. Incumbents may also be assigned lead responsibility for staff at lower levels. Types of duties may include assisting in negotiating for the purchase, sale, or exchange of short-term securities; having responsibility for maintaining and updating the portfolios database; analyzing bond purchase proposals and making appropriate recommendations for alternative methods, fiscal arrangements, and proper utilization of funds; preparing the official statement for each

**SEE REVERSE SIDE FOR ADDITIONAL INFORMATION**

bond sale issue; evaluating and implementing interim loans and bond-funded programs; long-range forecasting of future cash flow and estimating anticipated cash needs; analyzing the effects of deposits and withdrawals on the compensating balances of the demand deposits and making necessary adjustments; transferring monies between the Treasurer's Office and banks; initiating Federal transfers; approving chargebacks; providing complex technical support to the State's various investment portfolios; researching technical and forgery claims; assisting in drafting of potential legislation or amendments to existing legislation; and preparing position papers, press releases, and speeches for executive staff.

Positions exist in Sacramento.

#### EXAMINATION INFORMATION:

This examination will consist of a Modified Qualifications Appraisal Panel (ModQAP) weighted 100%. For the ModQAP section of the examination, accepted candidates will participate in the examination using a computer to type their responses. To obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the examination. **COMPETITORS WHO DO NOT APPEAR FOR THE MODIFIED QUALIFICATIONS APPRAISAL PANEL WILL BE DISQUALIFIED.**

#### Modified Qualification Appraisal Panel - Weighted 100%

##### Scope:

##### A. Knowledge of:

1. Basic principles and procedures of general accounting, public finance, governmental accounting, and financial record keeping.

2. Computer systems and standard applications software including word processing, spreadsheet, database programs, electronic communication, internet research tools, and presentation tools.

##### B. Ability to:

1. Gather, organize, and summarize financial data.
2. Analyze data and situation accurately and determine an effective course of action.
3. Learn to utilize computer systems, standard and customized software applications in the performance of financial and analytical work.
4. Establish and maintain cooperative working relationships with those contacted.
5. Communicate effectively both verbally and in writing.
6. Act as liaison between the Treasurer's Office and other State and local agencies and private organizations.
7. Negotiate and confer with other governmental and private agencies.

#### ELIGIBLE LIST INFORMATION:

A departmental promotional eligible list will be established for the department listed above. The names of successful competitors will be merged onto the eligible list in order of final score regardless of exam date. Eligibility expires 12 months after it is established. Applicants must then retake the examination to reestablish eligibility.

**Veterans Preference** points are not granted in promotional examinations.

#### GENERAL INFORMATION

It is the candidate's responsibility to contact the Testing Unit in Sacramento (916) 653-3100 three days prior to the written 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 Testing Unit in Sacramento, (916) 653-3100 three weeks after the final filing date if he/she has not received a progress notice.

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

Applications are available at the State Personnel Board office, local offices of the Employment Development Department and the State Treasurer's Office.

If you meet the requirements stated on the reverse, 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 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 State Personnel Board 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.

**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, oral interviews are scheduled in Sacramento and San Francisco. 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) 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.

**Promotional Examinations Only:** Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances, other employees may be allowed to compete under provisions of Rules 234, 235 and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the Information Counter of State Personnel Board offices.

**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, investigation may be made of employment records and personal history and fingerprinting may be required.

**Interview Scope:** If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

**High School Equivalence:** Equivalence 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.

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#### STATE TREASURER'S OFFICE

Testing Unit • 901 P Street, 411-A • Sacramento, CA 95814 • Telephone: (916) 653-3100 • TDD Phone: (916) 654-9922

California Relay (Telephone) Service for the Deaf or Hearing-impaired:

From TDD phones: 1-800-735-2929 • From Voice phones: 1-800-735-2922

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