



**Assistant Field Representative, School
Administration/Field Representative, School
Administration (Specialist)**

Exam Codes: 4EDAA01/4EDAA02

Department: California Department of Education

Exam Type: Departmental, Open

Final Filing Date: Continuous

Bulletin Date: 4/11/2024

CLASSIFICATION DETAILS

Salary Ranges

Assistant Field Representative, School Administration

Range A: \$5,851 to \$7,321 per month

Range B: \$7,065 to \$8,844 per month

Field Representative, School Administration (Specialist)

\$7,764 to \$9,718 per month

View the Field Representative, School Administration Series classification specification at <https://www.calhr.ca.gov/state-hr-professionals/Pages/2589.aspx>.

APPLICATION INSTRUCTIONS

Final Filing Date: Continuous

Examination Cut-off Dates: Monthly

Special administration cutoff date: 4/24/2024

Applications are accepted on a continuous basis and will be processed monthly. Applications must be received in this office prior to the cut-off date (15th day of the

month). Applications received after the cut-off date will be placed in the next examination administration.

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

To apply for this examination, you must submit a complete examination application package. The following documents comprise a complete examination package:

- State Application form (STD 678) (<https://jobs.ca.gov/pdf/STD678.pdf>)
- Evidence of Valid California Credential or required education (copies are acceptable)

If admitted to the examination, you will need to complete a Qualifications Assessment Questionnaire which will be provided via email.

All Examination/Employment Application must include “to” and “from” dates (month/day/year), time base, job titles, and duties performed. Applications received without this information will not be accepted.

Examination application package must be received by the cut-off date. Examination application packages received after the cut-off date will be held for the next examination administration. Examination application package must have original signatures. Indicate the Examination Title on the Examination/Employment Application form (STD 678).

You may submit by mail to:

California Department of Education
1430 N Street, Suite 1802
Sacramento, CA 95814
Attn: Examination and Recruitment
Office

In Person:

California Department of Education
1430 N Street, Main lobby (drop box)
Sacramento, CA 95814
Attn: Examination and Recruitment
Office

DO NOT FORGET TO DATE STAMP prior to placing it in the drop box.

Or by email to:

CDEEXAMS@cde.ca.gov - Some confidential information may be blocked by our information security office; therefore, it is the applicant’s responsibility to ensure that each document complies with email restrictions.

Special Testing Arrangements

If you require assistance or alternative testing arrangements due to a disability, please contact the testing department listed in the Contact Information section of this bulletin.

MINIMUM QUALIFICATIONS

All applicants must meet the credential 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.

Assistant Field Representative, School Administration

Credential Requirements

Possession of a valid credential or permit authorizing public school service in California. (Applicants who do not meet the credential and/or permit requirements will be admitted to the examination but must meet the requirement before they will be considered eligible for appointment. Possession of an earned Master's or Doctorate Degree or equivalent in Education, Public Administration, or related subject may be substituted for the required credential or permit at any level.).

Possession of a valid teaching credential or credential of equivalent authorization.

AND

Experience Requirements

Experience applicable to one of the following patterns may be combined on a proportional basis with experience applicable to the other to meet the total experience requirement. Experience in the California state service applied toward the open experience pattern must include the same number of years qualifying experience as required in the promotional pattern performing the duties of a class with a level of responsibility equivalent to that described in the promotional experience pattern.

Three years of professional experience in a public school system or State educational agency performing a major business or administrative function.

Field Representative, School Administration (Specialist)

Education Requirements

Possession of a valid credential or permit authorizing public school service in California. (Applicants who do not meet the credential and/or permit requirements will be admitted to the examination but must meet the requirement before they will be considered eligible for appointment. Possession of an earned Master's or Doctorate Degree or equivalent in Education, Public Administration, or related subject may be substituted for the required credential or permit at any level.).

Possession of a valid administration credential or credential or life diploma of equivalent authorization. (One year experience in the California Department of Education performing the duties of a professional education class at a level equivalent to the class of Assistant Field Representative, School Administration Range B, or higher may be substituted for the required credential. Experience used in this manner to meet the credential requirement must be in addition to that used to meet the general experience requirement.).

AND

Experience Requirements

Experience applicable to one of the following patterns may be combined on a proportional basis with experience applicable to the other to meet the total experience requirement. Experience in the California state service applied toward the open experience pattern must include the same number of years qualifying experience as required in the promotional pattern performing the duties of a class with a level of responsibility equivalent to that described in the promotional experience pattern.

Either I

One year of experience in the California state service performing field representative education duties at a level of responsibility equivalent to that obtained in the class of Assistant Field Representative, School Administration, Range B.

Or II

Three years of administrative or supervisory experience in one or a combination of the following:

1. A position with responsibility for two or more system wide programs in a public school district, or one or more system wide programs of the office of a county superintendent of schools, or one or more statewide or regional programs of a State educational agency.

Or

2. A position with responsibility for a major school facilities planning and construction or school redistricting program. Or

3. A position responsible for preparing and presenting studies, proposals, reports, and other documents on behalf of public school districts in the areas of planning and constructing school facilities.

SPECIAL PERSONAL CHARACTERISTIC

Willingness to travel throughout the State.

POSITION DESCRIPTION

The **Assistant Field Representative, School Administration** is the entry and first journey level in this series. This class is used as a permanent allocation for lesser skilled functions or as a training level for the higher professional levels within the series. Under general supervision, incumbents provide program-related consultative services to local districts, review and make recommendations regarding school building plans and financing proposals, district reorganization issues, and program grant applications; interpret statutes, guidelines, and regulations; and review and make recommendations regarding LEA administrative procedures and problems. Incumbents may also work under the guidance of a Field Representative.

The **Field Representative, School Administration (Specialist)** is the full journey level in this series. Under direction, incumbents are engaged in reviewing, planning, developing, administering, and evaluating the administrative programs and activities of local education agencies. Typically functioning within a program unit, Field Representatives may have responsibility for a work specialty area or a regional program. Positions in this class perform the more difficult, sensitive, and complex program formulation and assessment activities. Field Representatives may also provide leadership and training to incumbents in the entry and second-level classes in this series.

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.

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. School administration practices.
2. State laws governing public schools, school facilities, school sites, building plans, and financing of school sites and buildings.
3. Modern school planning standards, procedures, and practices for new construction and improvement of existing facilities.
4. School district reorganization procedures.
5. The role and responsibility of county committees and State Board of Education regarding school district organization.
6. Legal criteria concerning reorganization, public hearings and election procedures, school district reorganization appeals process, school building programs, and statewide financial assistance programs to school districts.

Ability To

1. Research, organize, and interpret data regarding school facilities planning, reorganization of school districts, and the solution of administrative problems.
2. Communicate effectively.
3. Establish and maintain cooperative relations with local, State, and Federal officials and agencies.

ELIGIBLE LIST INFORMATION

A departmental, open eligible list for the **Field Representative, School Administration Series** classification(s) will be established for:

California Department of Education

The names of **successful** competitors will be merged onto the eligible list in order of final score regardless of exam date. Eligibility expires 24 months after it is established. Applicants must then retake the examination to reestablish eligibility.

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 achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligible list.

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 at

<https://www.jobs.ca.gov/CalHRPublic/Landing/Jobs/VeteransInformation.aspx>.

Additional information on veteran benefits is available at the Department of Veterans Affairs.

Career Credits will not be added to the final score of this examination.

TESTING DEPARTMENTS

California Department of Education

CONTACT INFORMATION

If you have any *technical* questions concerning this examination bulletin, please contact:

California Department of Education
Examination and Recruitment Office
1430 N Street, Suite 1802
Sacramento, CA 95814
Phone: 916-319-0857
Email: cdeexams@cde.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.

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 at <http://www.jobs.ca.gov/>.

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.

It is the applicant's responsibility to contact the California Department of Education's Examination and Recruitment Office at 916-319-0857 after submission of application if a notice has not been received.

The California Department of Education 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.