



Program Manager 1, State Compensation Insurance Fund

Exam Code: 8PB28

Department: State Compensation Insurance Fund

Exam Type: Departmental, Open

Final Filing Date: Continuous

CLASSIFICATION DETAILS

Program Manager 1, State Compensation Insurance Fund – \$8,830.00 - \$10,588.00 per month

[View the Program Manager 1, State Compensation Insurance Fund classification specification](#)

APPLICATION INSTRUCTIONS

Final Filing Date: Continuous

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 **nine (9) months**.

How To Apply:

The link to connect to the Training and Experience Evaluation is located further down this bulletin under the “Taking the Exam” area.

Special Testing Arrangements:

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

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.

Program Manager 1, State Compensation Insurance Fund

Either 1

One year of experience in the California state service [performing duties in a class with a level of responsibility equivalent to that of a Manager 2, State Compensation Insurance Fund.](#)

Or 2

Two years of experience in the California state service [performing duties in a class with a level of responsibility equivalent to that of a Manager 1, State Compensation Insurance Fund.](#)

Or 3

Four years of broad and extensive experience in [supervising or managing professional workers' compensation broker, loss control, underwriting, or claims adjustment.](#)

(Experience in the California state service applied toward this pattern must include at least one year of experience performing the duties of a class with a level of responsibility equivalent to that of a Manager 2, State Compensation Insurance Fund, or two years of experience performing the duties of a class with a level of responsibility equivalent to that of a Manager 1, State Compensation Insurance Fund.)

POSITION DESCRIPTION

Program Manager 1, State Compensation Insurance Fund

The Program Manager, State Compensation Insurance Fund, series describes work under administrative direction involving the administration and development of policy related to the marketing and servicing of workers' compensation insurance policies. Incumbents plan, organize, direct, and evaluate the work and staff in a function/program area or geographic territory to provide employers with a permanent market for workers' compensation insurance protection; to set the standard for fair premium rates, financial integrity, excellence in customer service, and the impartial treatment of injured workers; to assist employers in providing a safe place to work; to help return injured workers to the workforce; to assist State Fund in the formulation of policy and in the development and maintenance of standards and guidelines; to assist in interpreting the State Fund's programs to public, industry, governmental, professional, and community organizations and groups; to represent the State Fund at meetings concerned with the workers' compensation industry; and to establish and maintain cooperative relations with industry organizations, policyholders, consumers, and other persons or organizations connected with workers' compensation industry.

A major purpose of this generalist series is to promote the development of a reservoir of knowledge and skills for the execution and development of State Fund insurance administrative policies and procedures; therefore, incumbents in positions at each level in this series are expected to be able to perform in any position at that level as a necessary part of the State Fund's Management Development Plan.

Positions allocated to this class are typically managers of small-to medium-sized district offices, staff departments, or other organizational units with equivalent responsibility.

EXAMINATION SCOPE

This examination consists of the following components:

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

The examination consists 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. Workers' compensation insurance problems, trends, laws, regulations, orders, classifications, rating plans, principles, and practices
2. General management principles and practices
3. human resource management and supervision
4. State Fund financial and business policies and procedures
5. Research and analysis procedures
6. Applicability of electronic information systems to varied work procedures
7. Program planning and control
8. Manager's/supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment which is free of discrimination and harassment in accordance with State Fund's Equal Employment Opportunity Program

Ability to:

1. Effectively apply the required knowledge of the class
2. Formulate policies
3. Plan, organize, and direct the work of a subordinate staff
4. Establish and maintain harmonious and effective working relationships with State Fund personnel, public and private organizations, and claimants
5. Achieve results in terms of planned objectives
6. Analyze situations and adopt an effective course of action
7. Communicate effectively
8. Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment in accordance with State Fund's Equal Employment Opportunity Program

Special Personal Characteristics:

1. Willingness to travel extensively and change residence when necessary

ELIGIBLE LIST INFORMATION

A departmental, open eligible list for the **Program Manager 1, State Compensation Insurance Fund** classification will be established for:

State Compensation Insurance Fund

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.

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

EXAMINATION INFORMATION

[Preview of the Program Manager 1, State Compensation Insurance Fund Training and Experience Evaluation](#)

PREPARING FOR THE EXAMINATION

Here is a list of suggested resources to have available prior to taking the exam.

Employment History: Employment dates, job titles, organization names and addresses, names of supervisors or persons who can verify your job responsibilities, and phone numbers of persons listed above.

Education: School names and addresses, degrees earned, dates attended, courses taken (verifiable on a transcript), persons or office who can verify education, and phone numbers of persons or offices listed above.

Training: Class titles, certifications received, names of persons who can verify your training, and phone numbers of persons listed above.

TAKING THE EXAMINATION

[Take the Program Manager 1, State Compensation Insurance Fund examination](#)

TESTING DEPARTMENTS

State Compensation Insurance Fund

CONTACT INFORMATION

If you have any administrative questions concerning this examination bulletin, including provision of reasonable accommodation for this testing process, please contact:

State Compensation Insurance Fund
Human Resources – Sacramento
Attn: Talent Acquisition – Examinations
PO BOX 659015
Sacramento, CA 95865-9015
Phone: 1-800-499-8668
Email: Talentacquisition@scif.com

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

California Department of Human Resources
Attn: Examination Services
1515 S Street
Sacramento, CA 95811
Phone: 1-866-844-8671

California Relay Service: 1-800-735-2929 (TTY), 1-800-735-2922 (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](#).

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 State Compensation Insurance Fund 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.

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.