



# Associate Administrative Analyst (Accounting Systems)

**Exam Code: 5PB20**

**Department:** State of California

**Exam Type:** Servicewide, Open

**Final Filing Date:** Continuous

## CLASSIFICATION DETAILS

**Associate Administrative Analyst (Accounting Systems)** - \$5,652.00 - \$7,079.00 per month.

View the [classification specification](#) for the Associate Administrative Analyst (Accounting Systems) classification.

## 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 **twelve (12) months**.

### How To Apply:

The link to connect to the Training and Experience Evaluation is located farther down on this bulletin in the "Taking the Exam" section.

### Special Testing Arrangements:

If you require special testing arrangements due to a verified disability or medical condition, please contact:

California Department of Human Resources

CalCareer Service Center  
1810 16<sup>th</sup> Street  
Sacramento, CA 95814

Phone: (866) 844-8671

Email: [CalCareer@CalHR.CA.GOV](mailto:CalCareer@CalHR.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.

### **Associate Administrative Analyst (Accounting Systems)**

#### **Either 1**

One year of experience in the California state service performing duties comparable to those of an Assistant Administrative Analyst (Accounting Systems).

#### **Or 2**

Experience: Three years of increasingly responsible technical experience in governmental, commercial, or public accounting performing any one or a combination of the following types of work:

1. Development and installation of varied accounting systems. Or
2. Preparation of comprehensive and complex financial statements and tax returns.  
Or
3. Directing or assisting in the direction of the accounting and budgetary work of a business concern or governmental agency. Or
4. Analytical and critical examination of financial records and books of accounts of business concerns or governmental agencies.

[At least one year of the qualifying experience shall have been equivalent in level to an Assistant Administrative Analyst (Accounting Systems) in the California state service. In the evaluation of experience, greater weight will be given to experience in the full-time development and installation of accounting systems.]

**and Education:**

**Either**

1. Equivalent to graduation from college, with specialization in accounting.

**Or**

2. Completion of either:
  - a. A prescribed professional accounting curriculum given by a residence or correspondence school of accountancy, including courses in elementary and advanced accounting, auditing, and cost accounting; and business law. Or
  - b. The equivalent of 16 semester hours of professional accounting courses given by a collegiate-grade residence institution, including courses in elementary and advanced accounting, auditing, and cost accounting; and three semester hours of business law. Successful completion of the State Fund Accounting Course administered by the Department of Finance, shall receive credit for three semester hours toward the required accounting courses.

## **POSITION DESCRIPTION**

### **Associate Administrative Analyst (Accounting Systems)**

Under general direction, to make studies of the accounting systems and financial organization, policies, procedures, and practices of State agencies and to prepare reports containing recommendations; to provide consultative service to State agencies; and to do other related work.

Makes major analytical studies of the accounting systems of large and complex State agencies; formulates new or revised systems to meet accounting needs; analyzes the application of office machines and other equipment to specific operations; studies costs and formulates unit cost data as necessary to implement surveys; analyzes work flow and layout; establishes standards for the evaluation of work output; evaluates existing and proposed financial organization, policies, and procedures; prepares factual reports with recommendations based on studies and surveys; prepares manuals of accounting procedures and guides and assists in the installation of new procedures and systems; advises agency officials on accounting and fiscal problems; analyzes budget requests and makes recommendations on their necessity and feasibility; does research on legislation pertaining to fiscal matters and revises accounting procedures to conform; interviews and consults with departmental officials and officers of outside agencies; may supervise and give advice to administrative analysts on lower levels; and dictates correspondence.

## **EXAMINATION SCOPE**

This examination consists of the following components:

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### **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. Accounting principles and practices.
2. Governmental accounting and budgeting.
3. Administrative survey principles and techniques.
4. Principles of organization, administration, and management
5. Uniform accounting system and financial organization and procedures of the State of California.
6. Principles of public administration.
7. Office methods, equipment, and procedures.
8. Statistical methods.
9. Principles of personnel management and supervision.
10. Principles and procedures of automatic data processing systems.

#### Ability to:

1. Apply administrative survey principles and techniques to the analysis and development of accounting and financial organization, procedures, and problems of governmental agencies.
2. Establish and maintain cooperative relationships with representatives of public and private agencies.
3. Prepare questionnaires and interview effectively.
4. Supervise the work of both technical and clerical assistants.
5. Analyze data and draw sound conclusions.
6. Communicate effectively.
7. Prepare comprehensive reports and compile manuals of accounting procedures.
8. Analyze situations accurately and adopt an effective course of action.

## **ELIGIBLE LIST INFORMATION**

A servicewide, open eligible list for the Associate Administrative Analyst (Accounting Systems) classification will be established for:

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 **eighteen (18) 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. 1093) is available [online](#). Additional information on veteran benefits is available at the Department of Veterans Affairs.

Career Credits will be applied to state employees' final passing score who have obtained permanent civil service status with the state of California.

## EXAMINATION INFORMATION

[Preview 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 examination for the [Associate Administrative Analyst \(Accounting Systems\)](#) classification.

## TESTING DEPARTMENTS

State of California (all State of California departments)

## CONTACT INFORMATION

California Department of Human Resources  
CalCareer Service Center  
1810 16<sup>th</sup> Street  
Sacramento, CA 95814  
Phone: (866) 844-8671  
Email: [CalCareer@CalHR.CA.GOV](mailto:CalCareer@CalHR.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

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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 12<sup>th</sup> 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.