



**CALIFORNIA STATE CONTROLLER'S OFFICE**  
PROMOTIONAL EXAMINATION FOR  
**Key Data Supervisor I (6CO18)**  
MONTHLY SALARY RANGE  
\$2,956.00-\$3,699.00

**Note: The salaries used in this bulletin are the latest available from the State Controller's Office, but may not reflect all of the pay raises granted recently. You should verify the salary levels with the department personnel office before making any commitments.**

**Bulletin Release Date** 11/15/2016

**Final Filing Date** 11/30/2016,

**Who May Apply** This is a Departmental Promotional Spot examination for State Controller's Office. Applicants must:

- 1) Have a permanent civil service appointment with the State Controller's Office as of the final filing date in order to participate in the examination; or
- 2) Have been employed with the State Controller's Office within the last three years, without a break in State civil service; or
- 3) Be a current or former employee of the Legislature for two or more years as defined in Government Code §18990; or
- 4) Be 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
- 5) Be 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. Persons applying who qualify as a Veteran under Government Code Section 18991 must submit a copy of their DD214 with their Examination Application (STD. 678).

**Filing Instructions**

Applications (STD 678) must be postmarked or received no later than the final filing date. Applications postmarked, received via inter-office mail, or personally delivered after the final filing date will not be accepted. Faxed or emailed applications will not be accepted. *The examination title must be indicated on the application.*

**\*File by Mail:**

State Controller's Office  
HR – Examination Unit  
P.O. Box 942850-5877  
Sacramento, CA 94250-5877  
Attn: Arlene Mendez

**\*File in Person:**

State Controller's Office  
HR – Examination Unit  
300 Capitol Mall, Suite 300  
Sacramento, CA 95814  
Attn: Arlene Mendez

*\*Candidates are responsible for obtaining proof of mailing or submission of their application to the Examination Unit.*

**Special Testing Arrangements**

If you have a disability and wish to participate in one of our testing services, programs, or activities and require a specific accommodation, please mark the appropriate box for Question #2 on the Examination Application form STD678. You will be contacted to make specific arrangements. TDD users may contact the California Relay Service TDD line at 1-800-735-2929, Voice Line at 1-800-735-2922.

**Identification for Examination**

Accepted candidates are required to bring their Notice to Appear and either a photo identification card or two forms of signed identification to each phase of the examination.

**Requirements for Admittance into the Examination**

All applicants must meet the education and/or experience requirements for this examination by the final filing date advertised in this bulletin. Your signature on the application indicates that you read, understand, and possess the minimum qualifications required and that the information provided is true and complete to the best of your knowledge.

All applications must include: "to" and "from" dates (month/day/year), time base, civil service or private sector titles, the duties performed, and an original signature. Applications received without this information will be rejected.

**Note:** Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either I," "or II," "or III," etc. For example: Candidates, who possess qualifying experience amounting to 50% of the required time of Pattern I and additional experience amounting to 50% of the required

**Minimum  
Qualifications**

**Either I**

**Experience:** One year of experience performing the duties of a Key Data Operator, Range B.

**Or II**

**Experience:** Two years of experience in the operation of either key punch or key entry machines.

(Experience in California state service applied toward "Pattern II" must include at least one year of qualifying experience performing the duties of a class with a level of responsibility comparable to that described in the promotional pattern.)

Click on the link below to review the CA State Personnel Board class specification that contains the requirements for admittance to the exam:

<https://hrnet.calhr.ca.gov/CalHRNet/SpecCrossReference.aspx?ClassID=1420>

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**Examination  
Information**

It is anticipated that the Supplemental Application Questionnaire will be mailed in December of 2016/January of 2017.

This examination will consist of a Supplemental Application Questionnaire weighted 100%. In order to obtain a position on the eligible list, a minimum score of 70% must be attained.

**Note:** If conditions warrant, this examination may utilize an evaluation of each candidate's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care in accurately and completely filling out his/her application. List all experience relevant to the "Minimum Qualifications" shown on this bulletin, even if that experience goes beyond the seven-year limit printed on the application. Supplementary information will be accepted, but read the "Minimum Qualifications" carefully to see what kind of information will be useful to the staff doing the evaluation.

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**Eligibility List  
Information**

A Departmental Promotional Spot eligible list will be established for the State Controller's Office in Sacramento County. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

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**Position Statement**

This series specification describes the Key Data Operator and Key Data Supervisor classes. Incumbents either (1) are learning to operate key punch or key entry machines, (2) operate key punch or key entry machines, (3) operate consoles, (4) code, compile, debug, analyze and define formats for key entry systems and machines, (5) supervise the work of a group of employees operating key punch or key entry equipment, or (6) supervise technical support units.

This is the first supervisory or technical specialist level in the series. Under general supervision incumbents either (1) instruct and supervise the work of a small group of employees operating either key punch and/or key entry equipment, or (2) have primary responsibility for the operation of a key-to-disc console, (3) have primary responsibility for developing and writing formats for key-to-disc/tape types of key entry systems.

Incumbents often have lead responsibilities, work on multidisciplinary teams or have primary responsibility for a major project or activity.

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**Knowledge, Skills, and  
Abilities**

**Knowledge of:**

- 1 General knowledge of uses of key entry equipment utilizing key entry software in order to enter data into directory and reports.
- 1 General knowledge of limitations of key entry equipment utilizing key entry software in order to accurately enter data into directory and reports.
- 1 General knowledge of capacities of key entry equipment utilizing key entry software in order to enter data into directory and reports.
- 1 General knowledge of uses of associated equipment and their relationship to other data processing equipment in order to resolve technical issues/concerns and effectively perform assigned duties.
- 1 General knowledge of limitations of associated equipment and their relationship to other data processing equipment in order to resolve technical issues/concerns and effectively perform assigned duties.
- 1 General knowledge of capacities of associated equipment and their relationship to other data processing equipment in order to resolve technical issues/concerns and effectively perform assigned duties.
- 1 General knowledge of principles of formatting computer terminal equipment and related procedures for key entry equipment utilizing key entry software.
- 1 General knowledge of techniques of formatting computer terminal equipment and related procedures for key entry equipment utilizing key entry software in order to process jobs.
- 1 General knowledge of principles of data processing machines operations in order to perform daily duties and assignments in an office environment.
- 1 General knowledge of principles of effective supervision and training in order to provide direction to staff and others and ensure work/established deadlines are met.
- 1 General knowledge of modern office procedures in order to perform daily duties and assignments in an office environment.
- 1 General knowledge of department's Equal Employment Opportunity Program objectives in order to promote a discrimination and harassment free work environment.

- 1 General knowledge of a manager's role in the Equal Employment Opportunity Program objectives in order to promote a discrimination and harassment free work environment.
- 1 General knowledge of the processes available to meet Equal Employment Opportunity Program objectives in order to promote a discrimination and harassment free work environment.

**Ability to:**

- 1 Ability to plan the work of a staff of key entry equipment and Key Entry Operators in order to in order to efficiently and effectively supervise staff, ensure work is done accurately within established deadlines.
- 1 Ability to assign the work of a staff of Key Entry equipment and Key Entry Operators, in order to in order to efficiently and effectively supervise staff, ensure work is done accurately within established deadlines.
- 1 Ability to supervise the work of a staff of Key Entry equipment and Key Entry Operators in order to in order to ensure work is done accurately within established deadlines.
- 1 Ability to coordinate the work of a staff of Key Entry equipment and Key Entry Operators in order to prioritize workload to ensure established deadlines/timeframes are maintained.
- 1 Ability to do clerical work of average difficulty in order to complete assignments and function in an office environment.
- 1 Ability to perform arithmetical computations accurately in order to ensure work is completed in an accurate manner.
- 1 Ability to analyze situations accurately and take effective action in order to exercise independent judgment in evaluating situations and making sound decisions.
- 1 Ability to follow oral instructions in order to disseminate information, respond to inquiries, and deal tactfully with departmental staff and outside agencies.
- 1 Ability to follow written instructions in order to disseminate information, respond to inquiries, and deal tactfully with departmental staff and outside agencies.
- 1 Ability to effectively contribute to the department's Equal Employment Opportunity Program objectives in order to promote a discrimination and harassment free work environment.

**Special Personal Characteristics**

None

**Additional Desirable Qualifications**

None

**Veterans Preference**

Veterans' Preference credits will not be granted in the examination as it does not meet the requirements to qualify for Veterans' Preference credit.

**Career Credits**

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

**Contact Information**

For more information regarding this examination, please contact the Examination Analyst Arlene Mendez at 916-322-7646.

**General Information**

**For an examination without an advertised examination date**, it is the candidate's responsibility to contact the State Controller's Office Examination Unit, (916-324-0811), three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of examination fails to reach him/her 3 days prior to their scheduled examination date due to verified postal error, the candidate will be rescheduled upon written request.

**Examination Locations:** Examinations will be administered in locations deemed appropriate for the examination type and in accordance with the candidate pool and departmental resources. Examinations may not be administered in all areas. Candidates may be asked to travel to the nearest examination location at their own expense.

**Applications are available** at <https://jobs.ca.gov/Public/StateForms.aspx>, CA Department of Human Resources (CalHR) offices, local offices of the Employment Development Department (EDD), and the State Controller's Office.

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. Your performance in this examination will be compared with the performance of the others who take this examination, and all candidates who pass will be ranked according to their scores.

**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, and 6) Open. When there are two lists of the same kind, the older list must be used first. Eligible lists will expire 12 months after established unless the needs of service and conditions of the list warrant a change in this period.

**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.

**Promotional Examination Only:** Competition is limited to employees who have a permanent civil service appointment and military veterans who meet all the minimum qualifications. Under certain circumstances other employees may be allowed to compete under provision 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, at State Personnel Board office, or <http://www.jobs.ca.gov>.

The State Controller's Office 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.

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**TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device**

**California Relay Telephone Service for the deaf or hearing impaired  
From TDD Phones: 1-800-735-2929  
From Voice Phones: 1-800-735-2922**

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**UPON REQUEST, THIS DOCUMENT CAN BE PRODUCED IN BRAILLE OR LARGE PRINT.**

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.