



NOTICE OF CLOSING DATE

NOVEMBER 2015

EXAMINATION TITLE: ASSOCIATE ARTS GRANTS ADMINISTRATOR
EXAM BASE: OPEN
LOCATION: SPOT: SACRAMENTO
FINAL FILE DATE: CONTINUOUS FILING

This is to announce the anticipated testing schedule for the continuous examination named above. Applications must be **POSTMARKED** by the application cutoff (final filing date) indicated below. Applications postmarked, personally delivered, or received via interoffice mail after the deadline will be held for the next examination.

APPLICATION CUTOFF

DECEMBER 7, 2015

DEPARTMENT OF GENERAL SERVICES
OFFICE OF HUMAN RESOURCES
SELECTION UNIT
P.O. BOX 989052
WEST SACRAMENTO, CA 95798-9052

OR

707 3RD STREET, 7TH FLOOR
WEST SACRAMENTO, CA 95605
(916) 376-5400

California Relay
Telephone Service for the Deaf/Hearing Impaired:
From TDD 1-800-735-2929
From Voice 1-800-735-2922

ASSOCIATE ARTS GRANTS ADMINISTRATOR OPEN EXAMINATION - SPOT: SACRAMENTO

STATE OF CALIFORNIA
CALIFORNIA ARTS COUNCIL



SALARY RANGE: \$4,600-\$5,758
FINAL FILING DATE: CONTINUOUS FILING

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 SINCE 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.

WHO MAY APPLY

This is an **OPEN SPOT: SACRAMENTO** examination for the **CALIFORNIA ARTS COUNCIL**. Anyone who meets the minimum qualifications as stated below may apply. Applications will not be accepted on a promotional basis. Career Credits do not apply.

HOW TO APPLY

Applications are available upon request or on the Internet at: <http://jobs.ca.gov/pdf/std678.pdf> and may be filed in person or by mail. Resumes alone will not be accepted. Applications (STD 678) must be POSTMARKED no later than the final filing date. Applications personally delivered or received via interoffice mail after 5:00 PM on the final filing date will not be accepted for any reason. The examination title must be indicated on the application. **FAXED or EMAILED APPLICATIONS WILL NOT BE ACCEPTED.** Submit applications to:

DEPARTMENT OF GENERAL SERVICES
OFFICE OF HUMAN RESOURCES
ATTN: JONI-MARIE CASIAS
MAILING ADDRESS: P.O. BOX 989052
WEST SACRAMENTO, CA 95798-9052

**STREET ADDRESS: 707 3RD STREET, 7TH FLOOR
WEST SACRAMENTO, CA 95605**

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

QUESTIONS

If you have questions concerning this announcement, please contact the Department of General Services, Office of Human Resources, **JONI-MARIE CASIAS, EXAM ANALYST AT (916) 376-5442.**

SPECIAL TESTING ARRANGEMENTS

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

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

Applicants must meet the experience/education requirements by the final filing date. Your signature on your application indicates that you have read, understood and possess the qualifications required. 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 "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 an examination as meeting 100% of the overall experience requirement.

NOTE: Applications/resumes **MUST** contain the following information: "to" and "from" dates (month/day/year), time base, civil service class title(s), and range, if applicable. College course information **MUST** include: title, semester or quarter credits, name of institution, completion dates, and degree (if applicable). **Applications/resumes received without this information may be rejected.**

MINIMUM QUALIFICATIONS

Either I

One year of experience in California state service performing the duties of Assistant Arts Grants Administrator.

(Promotional candidates who are within six months of satisfying the experience requirement for the class will be admitted to the examination, but they must fully meet the experience requirement before being eligible for appointment.)

OR II

Experience: Two years of experience with a performing, or exhibiting organization, or an arts service agency with responsibility in one or more of the following areas: artistic program planning or evaluation; public relations and marketing; fiscal management; or organizational development. (A Master's Degree in Arts Administration, Public or Business Administration with at least 24 semester units in Arts Policy or Arts Management may be substituted for one year of experience.)

or

Two years of experience with a public or private arts funding agency with responsibility for analyzing or evaluating grant applications. (A Master's Degree in Arts Administration, or a Master's Degree in Public or Business Administration with at least 24 semester units in Arts Policy or Arts Management may be substituted for one year of experience.)

and

Education: Equivalent to graduation from college. (Registration as a Senior in a recognized institution will admit applicants to the examination, but they must produce evidence of graduation or its equivalent before they can be considered eligible for appointment.) (Additional qualifying experience may be substituted for up to two years of education on a year-for-year basis.)

NOTE: Applicants using education to meet the minimum requirements **MUST** provide a copy of their diploma, official/unofficial transcript, statement and/or evaluation from an accredited U.S. college or university with their examination application.

SEE REVERSE FOR ADDITIONAL INFORMATION

ASSOCIATE ARTS GRANTS ADMINISTRATOR

FK62/5630

FINAL FILING DATE: CONTINUOUS

DEPARTMENT OF GENERAL SERVICES ❖ OFFICE OF HUMAN RESOURCES
MAILING ADDRESS: P.O. BOX 989052 ❖ WEST SACRAMENTO, CA 95798-9052 ❖ (916) 376-5400
STREET ADDRESS: 707 3RD STREET, 7TH FLOOR ❖ WEST SACRAMENTO, CA 95605
California Relay (Telephone) Service for the Deaf/Hearing Impaired: From TDD 1-800-735-2929, From Voice 1-800-735-2922

THE POSITION

Under general direction, in the California Arts Council, to provide full journey level staff support and/or act in a lead capacity over less experienced professional staff in program areas such as: organizational grants; artists in residence; state/local partnership, or touring/presenting; and other developmental or evaluative projects which assist in developing arts programs.

Positions exist with the California Arts Council in Sacramento.

EXAMINATION INFORMATION**Qualifications Assessment -- Weighted 100%**

This examination will consist of a Qualifications Assessment weighted 100%. Candidates must attain an overall minimum score of 70% in order to be placed on the eligible list.

NOTE: It is especially important that each applicant take special care to accurately and completely fill out their application. List all experience relevant to the "Minimum Qualifications" shown on this announcement.

CANDIDATES WHO DO NOT COMPLETE OR SUBMIT THE QUALIFICATIONS ASSESSMENT WILL BE DISQUALIFIED.

SCOPE

In addition to evaluating the competitor's relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor's:

A. Knowledge of:

1. California Arts Council policies, goals and program guidelines
2. Principles and practices of public, business or non-profit administration with specific reference to fiscal management, marketing and public relations, contracts, program evaluation, planning and development
3. The cultural history and current artistic activity of California.

B. Ability to:

1. Speak and write clearly and concisely
2. Develop grant proposals
3. Monitor, audit and evaluate art grantees
4. Interpret and apply rules, regulations and policies
5. Develop art program guidelines
6. Develop and maintain cooperative and professional working relationships with artists and representatives of arts organizations and statewide associations
7. Conduct workshops and oversee and direct the activities of subordinate staff.

ELIGIBLE LIST INFORMATION

An **OPEN SPOT: SACRAMENTO** eligible list will be established for the **CALIFORNIA ARTS COUNCIL**. Names of successful candidates will be merged onto the list in order of final scores regardless of test date. Eligibility expires 12 months after it is established.

VETERANS' PREFERENCE

Veterans' Preference will be granted for this examination. Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, widow or widower of a veteran, or spouse of a 100 percent-disabled veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligibility list. This section shall not apply to any veteran who has been dishonorably discharged or released.

GENERAL INFORMATION

It is the candidate's responsibility to contact the DGS Office of Human Resources at (916) 376-5400 three days prior to the written test date if s/he has not received his/her notice; or three weeks after the final filing date if there is no written test.

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, s/he will be rescheduled upon written request.

Applications are available at local offices of the Employment Development Department, the Department noted on the bulletin, or on the Internet at <http://jobs.ca.gov>.

If you meet the requirements stated on the reverse, 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 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 Department of General Services 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 the civil service law 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 as determined by the departmental testing office. Ordinarily, interviews are scheduled in Sacramento, San Francisco and Los Angeles. 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 from one to four years unless otherwise stated on this bulletin.

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 exams investigation may be made of employment records and personal history--fingerprinting may be required.

Veterans' Preference: Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, Veterans' Preference will be awarded as follows:

1. Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for veteran's preference.
2. An entrance examination is defined, under the law, as any open competitive examination.
3. Veterans' Preference is not granted once a person achieves permanent civil service status.

Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application (Std. Form 1093), which is available at <http://jobs.ca.gov/Job/VeteransInformation>, and the Department of Veterans Affairs.

High School Equivalence: Equivalent 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.

CALIFORNIA DEPARTMENT OF GENERAL SERVICES ♦ **OFFICE OF HUMAN RESOURCES**

MAILING ADDRESS: P.O. BOX 989052 ♦ West Sacramento, CA 95798-9052 ♦ Telephone (916) 376-5400

STREET ADDRESS: 707 3RD Street, 7TH Floor ♦ West Sacramento, CA 95605

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

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

From TDD phones 1-800-735-2929 ♦ Voice 1-800-735-2922

**DEPARTMENT OF GENERAL SERVICES - HUMAN RESOURCES
CALIFORNIA ARTS COUNCIL
QUALIFICATIONS ASSESSMENT FOR:

ASSOCIATE ARTS GRANTS ADMINISTRATOR**

GENERAL INSTRUCTIONS

Read instructions carefully

This examination will provide you with an opportunity to demonstrate significant aspects of your qualifications for ASSOCIATE ARTS GRANTS ADMINISTRATOR with the California Arts Council. The information you provide will be rated based on objective criteria created by Subject Matter Experts. The rating will be used to determine your final score in this examination. If successful, your name will be placed onto an eligible list. The list will be used by California Arts Council to fill existing positions. A "Conditions of Employment" form is included in this examination which will allow you to select the location and time base you are interested in working. It is required that you personally complete this examination accurately and without assistance.

This process is the entire examination for this classification. Therefore, please be sure to follow the instructions carefully as missing or incomplete information may result in disqualification or a low score.

1. Additional instructions are provided on the following pages.
2. This examination enables you to apply for the ASSOCIATE ARTS GRANTS ADMINISTRATOR classification. If successful, your name will be placed on an eligible list.
3. The examination is intended to provide candidates the opportunity to demonstrate their knowledge and experience in a variety of areas. It is not expected that you will have experience in all areas.

The following areas comprise the complete examination for ASSOCIATE ARTS GRANTS ADMINISTRATOR. You must ensure you have addressed each of the following areas:

- Candidate Information (page 2)
- Prior State Employment Information (page 2)
- Conditions of Employment (page 2)
- Address or Availability for Employment Changes (page 3)
- Minimum Qualifications (page 3)
- Work Experience (page 4 - 6)
- Knowledge, Skill, and Ability Assessment (pages 7 - 8)
- Preparation for Hiring Interview (page 9)
- Qualifications Assessment Return and Mailing Procedures (page 9)
- Affirmation Statement (page 9)

**YOUR COMPLETED QUALIFICATIONS ASSESSMENT MUST
INCLUDE YOUR ORIGINAL SIGNATURE**

CANDIDATE INFORMATION

Name: _____

Social Security Number: _____

Address: _____

Home Telephone Number: _____

Work Telephone Number: _____

E-mail Address: _____

PRIOR STATE EMPLOYMENT INFORMATION

Complete this next section **ONLY** if you have been previously dismissed from California State Civil Service employment by punitive action or as a result of disciplinary proceedings. **IF THIS DOES NOT APPLY TO YOU**, please mark the "Not Applicable" box below and continue to the next section.

State Personnel Board, Rule 211 provides that a dismissed State employee may only participate in State Civil Service examinations if he/she has obtained prior consent from the State Personnel Board.

Do you have written permission from the State Personnel Board Executive Officer to take this examination?

<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> NOT APPLICABLE
------------------------------	-----------------------------	---

CONDITIONS OF EMPLOYMENT FOR CALIFORNIA ARTS COUNCIL

PLEASE MARK THE APPROPRIATE BOX(ES) OF YOUR CHOICE - YOU WILL NOT BE OFFERED A JOB IN LOCATIONS NOT MARKED.

Note: Positions are not available at all locations. Please refer to the official examination bulletin for information regarding current available positions and their locations.

If you are successful in this examination, your name will be placed on an active employment list and referred to fill vacancies according to the conditions you specify on this form.

TYPE OF APPOINTMENT YOU WILL ACCEPT

Please mark the appropriate box(es) - you may check "(A) Any" if you are willing to accept any type of employment.

(D) Permanent Full-Time (R) Permanent Part-Time (K) Limited-Term Full-Time (A) Any

If all are marked and you receive an appointment other than permanent full-time, your name will continue to be considered for permanent full-time positions.

LOCATION(S) YOU ARE WILLING TO WORK:

3400 SACRAMENTO COUNTY

ADDRESS OR AVAILABILITY FOR EMPLOYMENT CHANGES

Please notify the Department of General Services promptly of any address changes or availability for employment changes at the following address:

Department of General Services
Office of Human Resources
707 3rd Street, 7th Floor
West Sacramento, CA 95605
Attention: Joni-Marie Casias

MINIMUM QUALIFICATIONS

EITHER I

One year of experience in California state service performing the duties of Assistant Arts Grants Administrator.

(Promotional candidates who are within six months of satisfying the experience requirement for the class will be admitted to the examination, but they must fully meet the experience requirement before being eligible for appointment.)

OR II

Experience: Two years of experience with a performing, or exhibiting organization, or an arts service agency with responsibility in one or more of the following areas: artistic program planning or evaluation; public relations and marketing; fiscal management; or organizational development. (A Master's Degree in Arts Administration, Public or Business Administration with at least 24 semester units in Arts Policy or Arts Management may be substituted for one year of experience.) **or**

Two years of experience with a public or private arts funding agency with responsibility for analyzing or evaluating grant applications. (A Master's Degree in Arts Administration or a Master's Degree in Public or Business Administration with at least 24 semester units in Arts Policy or Arts Management may be substituted for one year of experience.) **and**

Education: Equivalent to graduation from college. (Registration as a Senior in a recognized institution will admit applicants to the examination, but they must produce evidence of graduation or its equivalent before they can be considered eligible for appointment.) (Additional qualifying experience may be substituted for up to two years of education on a year-for-year basis.)

WORK EXPERIENCE

Under "Work Experience," for items #1 - #11, please indicate

Frequency:

- A. If you have performed this task within the last 5 years
- B. How often you perform this task
(Please select one box from "Weekly", "Monthly/Quarterly", "Semi-Annual/Annual", or "Never" column)

AND

Length of Experience:

- A. Select the appropriate box that best describes your months (length) of work experience for each of the following tasks. Only count actual months worked. If counting substitute teaching experience, please convert working days to full-time month's equivalent.
(Please select one box from the "Length of Experience" column)

NOTE: There may be up to three (3) checkmarks for each question.

	Frequency					Length of Experience			
	Performed task within last 5 years		Weekly	Monthly/Quarterly	Semi-Annual/Annual	Never	60+ months	24 to 59 months	0 to 23 months
1. Acts as lead person and has full journey level responsibility for assigned programs under the direction of Supervisor.	<input type="checkbox"/>		<input type="checkbox"/>						
2. Monitors budget in assigned area(s) using database software.	<input type="checkbox"/>		<input type="checkbox"/>						
3. Trains and coordinates assignments of staff and volunteers as needed.	<input type="checkbox"/>		<input type="checkbox"/>						
4. Directs the development and approval of panel pools and the subsequent review by the council.	<input type="checkbox"/>		<input type="checkbox"/>						
5. Facilitates meetings; responsible for continuity and adherence to agency policies and procedures.	<input type="checkbox"/>		<input type="checkbox"/>						
6. Advises upper management on the impact of policy issues affecting the arts, arts education, and government.	<input type="checkbox"/>		<input type="checkbox"/>						
7. Represents program or organization at board/public meetings.	<input type="checkbox"/>		<input type="checkbox"/>						
8. Maintains an up-to-date working knowledge of the Council's programs and activities through various avenues as it relates to the cultural landscape of California.	<input type="checkbox"/>		<input type="checkbox"/>						
9. Interacts with the public through email, phone and written correspondence.	<input type="checkbox"/>		<input type="checkbox"/>						
10. Provides information to interested public and programs regarding organizational programs via email, phone, webinars, etc.	<input type="checkbox"/>		<input type="checkbox"/>						
11. Represents programs, policies and procedures to the arts community and the public as directed.	<input type="checkbox"/>		<input type="checkbox"/>						

WORK EXPERIENCE (CONTINUED)

Under "Work Experience," for items #12 - #21, please indicate	Frequency					Length of Experience		
	Performed task within last 5 years	Weekly	Monthly/Quarterly	Semi-Annual/Annual	Never	60+ months	24 to 59 months	0 to 23 months
<p>Frequency:</p> <p>A. If you have performed this task within the last 5 years</p> <p>B. How often you perform this task (Please select <u>one</u> box from "Weekly", "Monthly/Quarterly", "Semi-Annual/Annual", or "Never" column)</p> <p style="text-align: center;">AND</p> <p>Length of Experience:</p> <p>B. Select the appropriate box that best describes your months (length) of work experience for each of the following tasks. Only count actual months worked. If counting substitute teaching experience, please convert working days to full-time month's equivalent. (Please select <u>one</u> box from the "Length of Experience" column)</p> <p>NOTE: There may be up to <u>three</u> (3) checkmarks for each question.</p>								
12. Prepares and presents public presentations, studies and reports in program area using appropriate medium.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Develops, analyzes, and revises program procedures, guidelines, language and application processes under the direction of Supervisor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Advises constituents regarding program eligibility requirements, program guidelines, and appropriate requests for funding.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Analyzes and evaluates grant applications in assigned area(s).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Monitoring of programs or events progress through evaluation instruments (qualitative/quantitative), contracting monitoring, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Maintains required electronic and paper records, including files on current and past applicants, using external and internal software programs (Excel, Microsoft Access, etc.).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Plans, coordinates, and provides informational and technical assistance to public.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Analyzes contract materials and confers with upper management regarding development of contract language, amendments, and processes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Reviews documents for compliance with agency, state and federal regulations, such as Americans With Disabilities Act (ADA).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. Approves budgets and amendments as needed throughout the year.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

WORK EXPERIENCE (CONTINUED)

Under "Work Experience," for items #22 - #24, please indicate	Frequency					Length of Experience			
	Performed task within last 5 years		Weekly	Monthly/Quarterly	Semi-Annual/Annual	Never	60+ months	24 to 59 months	0 to 23 months
<p>Frequency:</p> <p>B. If you have performed this task within the last 5 years</p> <p>B. How often you perform this task (Please select <u>one</u> box from "Weekly", "Monthly/Quarterly", "Semi-Annual/Annual", or "Never" column)</p> <p style="text-align: center;">AND</p> <p>Length of Experience:</p> <p>C. Select the appropriate box that best describes your months (length) of work experience for each of the following tasks. Only count actual months worked. If counting substitute teaching experience, please convert working days to full-time month's equivalent. (Please select <u>one</u> box from the "Length of Experience" column)</p> <p>NOTE: There may be up to <u>three</u> (3) checkmarks for each question.</p>									
22. Reviews documents (i.e. invoices, financial records, organizational practices, etc.) to ensure adherence to regulations.	<input type="checkbox"/>		<input type="checkbox"/>						
23. Participates as part of a team in the development and coordination of events and activities.	<input type="checkbox"/>		<input type="checkbox"/>						
24. Develops and provides content for various online and print materials, including, but not limited to, annual publications, pamphlets, booklets and agency's website.	<input type="checkbox"/>		<input type="checkbox"/>						

KNOWLEDGE/SKILL/ABILITY (KSA) ASSESSMENT

For items #1 – #12, please rate your Knowledge, Skill, or Ability (KSA) by indicating the box that best describes your level of the KSA for each of the following areas.

Definition of Levels:

Extensive Knowledge, Skill, or Ability: I have applied this KSA in an actual setting while performing a job.

Moderate Knowledge, Skill, or Ability: I have this KSA to perform this task, but may require general supervision.

Limited Knowledge, Skill, or Ability: I have education or training relevant to this KSA, but have not applied it to an actual job.

No Knowledge, Skill, or Ability: I have no experience, education or training relevant to this KSA.

	K S A L e v e l			
	Extensive Knowledge, Skill, or Ability	Moderate Knowledge, Skill, or Ability	Limited Knowledge, Skill, or Ability	No Knowledge, Skill, or Ability
1. Knowledge of research and data gathering techniques to compile information for projects and assignments.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Knowledge of California Arts Council policies, goals and programs guidelines.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Knowledge of principles and practices of public, business or non-profit administration with specific reference to fiscal management, marketing and public relations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Knowledge of the principles of grant contracts.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Knowledge of program evaluation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Knowledge of planning and development.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Knowledge of the cultural history and current artistic activity in California.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Proficient knowledge of current computer software (MS Office Suite, etc.) to prepare various documents such as reports, charts, presentations etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Ability to speak and write clearly and concisely.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Ability to develop grant proposals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Ability to monitor, audit and evaluate grantees.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Ability to interpret and apply rules, regulations and policies.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

KNOWLEDGE/SKILL/ABILITY (KSA) ASSESSMENT (CONTINUED)

<p>For items #13 - #19, please rate your Knowledge, Skill, or Ability (KSA) by indicating the box that best describes your level of the KSA for each of the following areas.</p> <p>Definition of Levels:</p> <p><u>Extensive Knowledge, Skill, or Ability:</u> I have applied this KSA in an actual setting while performing a job.</p> <p><u>Moderate Knowledge, Skill, or Ability:</u> I have this KSA to perform this task, but may require general supervision.</p> <p><u>Limited Knowledge, Skill, or Ability:</u> I have education or training relevant to this KSA, but have not applied it to an actual job.</p> <p><u>No Knowledge, Skill, or Ability:</u> I have no experience, education or training relevant to this KSA.</p>	KSA Level			
	<u>Extensive Knowledge, Skill, or Ability</u>	<u>Moderate Knowledge, Skill, or Ability</u>	<u>Limited Knowledge, Skill, or Ability</u>	<u>No Knowledge, Skill, or Ability</u>
13. Ability to develop grant program guidelines.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Ability to develop and maintain cooperative and professional working relationships with artists and representatives of arts organizations, statewide associations and state agencies.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Ability to conduct workshops and, as project lead, oversee and direct activities of subordinate staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Ability to work independently on projects or assignments without close supervision or detailed instructions, after a period of orientation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Ability to work under the pressure of a heavy workload and/or tight timelines when completing projects and assignments.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Ability to use database software to create spreadsheets and perform mathematical calculations when summarizing and presenting data and to organize and present tables, graphs and charts.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Ability to easily maneuver current computer software (MS Office Suite, etc.) to prepare various documents such as memos, reports, presentations etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PREPARATION FOR HIRING INTERVIEW

If you are successful in this examination and called for a hiring interview, you will be asked to supply transcripts of your college course work, proof of degree(s) received and any credential(s) that may be applicable. Additionally, you may be asked to supply supplemental documentation to verify your responses in this examination. It is strongly recommended that you assemble transcripts and licenses in advance to expedite the process.

QUALIFICATIONS ASSESSMENT RETURN AND MAILING PROCEDURES

Do not attach any additional documents to this Qualifications Assessment or send any forms/documents in advance as additional documents will not be rated. This Qualifications Assessment will account for 100% of the weight of your examination for this classification. **You may mail or deliver in person the completed Qualifications Assessment to the following address:**

Department of General Services
Office of Human Resources
707 3rd Street, 7th Floor
West Sacramento, CA 95605
Attention: Joni-Marie Casias

NOTE:

- Candidates whose Qualifications Assessment is postmarked, personally delivered, or received via interoffice mail after the due date will be eliminated from the examination.
- Be sure your envelope has **adequate postage** if submitting via mail.
- Facsimiles (FAX) will **NOT** be accepted under any circumstances.
- Make and keep a photocopy of the completed Qualifications Assessment for your records.

AFFIRMATION STATEMENT

THIS AFFIRMATION MUST BE COMPLETED

Government Code Section 18935:

“The board may refuse to examine or, after examination, may refuse to declare as an eligible or may withhold or withdraw from certification, prior to appointment, anyone who comes under any of the following categories:

j. Has intentionally attempted to practice any deception or fraud in his or her application in his or her examination or in securing his or her eligibility.”

I hereby certify and understand that the information provided by me on this questionnaire is true and complete to the best of my knowledge and contains no willful misrepresentation or falsifications. I also understand that if it is discovered that I have made any false representations, I will be removed from the list resulting from this examination and may not be allowed to compete in future examinations for State employment. If already hired from the result of this examination, I may have adverse action taken against me, which could result in dismissal.

SIGNATURE: _____

DATE: _____

NAME (PRINTED): _____

THIS COMPLETES THE QUALIFICATIONS ASSESSMENT