



CDTFA

CALIFORNIA DEPARTMENT OF
TAX AND FEE ADMINISTRATION

TRAINING OFFICER II EXAM CODE: 2EQ01

Department(s): California Department of Tax and Fee Administration
Bulletin Release Date: June 13, 2022
Final Filing Date: June 23, 2022
Exam Type: Departmental Promotional
Salary: \$6403.00 to \$7954.00
Location(s): Statewide

SELECTION PLAN

This exam will be administered as an Experience and Education Questionnaire. Your score will be based solely on your application, resume, and any other documentation that is submitted.

FILING INSTRUCTIONS

Final Filing Date: **June 23, 2022**

To be considered for this examination, you must use the current state application (STD. 678). Applications are available at jobs.ca.gov

State Applications -- Form STD. 678 -- may be mailed to:

**CALIFORNIA DEPARTMENT OF TAX AND FEE ADMINISTRATION
TALENT ACQUISITION SECTION
450 N STREET, MIC: 17
SACRAMENTO, CA 95814**

Due to the current heightened health awareness, the Human Resources Bureau – Talent Acquisition Section will accept electronic applications to our email address at Exams@cdtfa.ca.gov.

If submitted electronically, you must include a completed application (STD. 678) and ANY required documents before the final file date or you will be eliminated from the examination process.

Applications received cannot be returned pursuant to California Code of Regulations 174.

Applications submitted by mail must be **POSTMARKED** to indicate the “Date of Processing,” or personally delivered no later than the final filing date. Applications postmarked or personally delivered after the final filing date will not be accepted for any reason.

You are advised not to send your application via interoffice or interagency mail as a date sent cannot be determined.

Candidates are responsible for a timely submission of their application (and any other required documentation) and are encouraged to contact the Talent Acquisition Section at Exams@cdtfa.ca.gov to verify receipt of their application before the final filing date.

All applications must include: the Exam Code and Classification Title(s)*; “to” and “from” dates (month/day/year); time base and hours worked; civil service class title (not working title); and complete description of duties performed. **Any applications received without complete information will be rejected.**

EXAMINATION INFORMATION

This examination will consist of an evaluation of each candidate’s experience and education weighted 100%. In order to obtain placement on the eligible list, a minimum rating of 70% must be attained. **Your score will be based solely on your completed application, resume, and any other relevant documentation provided.**

ELIGIBLE LIST INFORMATION

A 12-month eligible list will be established for the California Department of Tax and Fee Administration and the Board of Equalization. Eligibility of all candidates may be extended after 12 months but will be abolished upon the completion of a new examination administration.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

All applicants must meet the education and/or experience requirements as stated in the Minimum Qualifications section of this examination announcement by the final filing date.

As this is a promotional examination, your application will not be accepted unless you are currently a Board of Equalization or California Department of Tax and Fee Administration employee that meets the minimum qualifications or fall under: SPB rule 234; SPB rule 235; or Government Code 18990, 18991, or 18992.

MINIMUM QUALIFICATIONS

The following minimum qualification patterns come directly from the official classification specification, found at <https://jobs.ca.gov/CalHRPublic/Tools/ClassSalarySearch.aspx>.

All applicants must meet the education and/or experience requirements as stated on the exam bulletin to be accepted into the examination. Part-time and full-time jobs, regardless of whether paid or volunteer positions, and inside or outside of California state service will count toward experience.

Experience applicable to one of the following patterns may be combined on a proportional basis with experience applicable to the other pattern to meet the total experience requirements.

Either I

In the California state service, (1) one year of experience performing the duties of a Training Officer I or Personnel Training Consultant; or (2) one year of experience performing duties of a class comparable in level of responsibility to those of Training Officer I in technical or administrative personnel work which includes responsibility for planning, directing, and evaluating training programs.

Or II

Experience: Four years of experience in planning, organizing, and directing employee training programs covering a variety of subjects. (Experience in California state service applied toward this requirement must include at least one year performing duties comparable in level of responsibility to those of Training Officer I) **and**

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

NOTE REGARDING EDUCATION: If qualifying under a minimum qualifications pattern requiring education, applicants **MUST ATTACH** a copy of either their official OR unofficial college transcript(s) as proof of obtaining the required degree and/or completion of the required course work indicated. Applicants who do not submit a copy of their transcripts with their application will be eliminated from the examination. Transcripts must indicate applicant name, the name of the institution, and detailed information regarding any required coursework, including course title; semester/quarter credits earned; name of institution; and completion dates. If a degree is required, transcripts submitted as proof must also show the date the degree was awarded/conferred. Applicants must provide official transcripts by time of hire before being considered eligible for appointment.

Applicants with foreign transcripts must provide a foreign transcript evaluation that indicates the number of units that his/her foreign course work is equivalent to. The California Department of Tax and Fee Administration accepts foreign transcript evaluations that are completed by one of the agencies approved by the California Commission on Teachers Credentialing; approved agencies may be found on the Commission's website: www.ctc.ca.gov.

POSITION DESCRIPTION

Classes in this series are used to direct training activities for State agencies and perform related staff work. Training goals are achieved through consultation, program design, and direct conduct of training courses and conferences. Typical training programs include top and middle management development, comprehensive supervisory training, individual employee development plans, professional and technical training, specialized training, and comprehensive orientation programs.

Under general direction, either (1) in a medium-sized department with a training program of average complexity, to plan, organize and conduct the total departmental program; or (2) in a large department, under the direction of a higher-level Training Officer, to supervise a training unit responsible for a major segment of a complex training program. Training Officer II positions perform the most sensitive and difficult work and supervise a training staff.

KNOWLEDGE AND ABILITIES

Knowledge of: Principles and methods of employee training, counseling, and group leadership; training resources and equipment; analytical and statistical methods; principles of verbal and written expression; principles of public administration; principles and techniques of planning and directing long-range comprehensive management development and training programs; public organization and management theory; methods and sources of financing training programs; and principles and techniques of supervision and administration; department's Affirmative Action Program objectives; a manager's role in Equal Employment Opportunity (EEO) and the processes available to meet EEO action objectives.

Ability to: Plan, organize, conduct, and evaluate training programs; analyze data and situations accurately and adopt an effective course of action; speak, write, and lead conferences effectively; direct and supervise others in training or related functions; effectively and creatively develop and utilize management and organization resources toward comprehensive long-range training programs; effectively represent management development and training before governmental executives, legislators, and private industry representatives.

CONTACT INFORMATION

If you have questions concerning this examination, or if you need reasonable accommodations, please contact the California Department of Tax and Fee Administration, Talent Acquisition Section by email at Exams@cdtfa.ca.gov.

GENERAL INFORMATION

EEO: The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to 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.

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.

Drug Free Statement: It is an objective of the State of California to achieve a drug-free state workplace. 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.

Reasonable Accommodations: Candidates needing special testing arrangements due to a disability must mark the appropriate box on the application and/or contact the testing department.

Notices: For any examination, it is the candidate's responsibility to contact the Talent Acquisition Section three weeks after the final filing date if notification has not been received.

Competitive Examination: Possession of the entrance requirement(s) does not assure a place on the eligible list. Your performance in the examination 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.

Revision of Plan: The California Department of Tax and Fee Administration reserves the right to revise the examination plan to better meet the needs of the department should any circumstances change during this examination administration. Such revision will be in accordance with civil service laws and rules.

College Education: The qualifications meeting the requirement "Equivalent to graduation from college" means satisfaction of the requirements for the bachelor's degree from an accredited, recognized institution of higher education. This means the applicant must show receipt of a bachelor's degree or a letter from the college or university stating the applicant has met all of the academic requirements for graduation. Acceptable college course work must be from an accredited, recognized institution approved by the California Superintendent of Public Instruction under the provisions of California Education Code Section 94712.

Veterans' Preference: Veteran's preference credits will be awarded for all open competitive examinations, pursuant to Government Code Section 18973.1 and 18973.5, effective January 1, 2014, 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) Veteran's preference is not granted once a person achieves permanent civil service status.

The California Department of Human Resources (CalHR) has information on how to apply for Veterans' Preference on their website at jobs.ca.gov and on the Application for Veterans' Preference form (CalHR 1093). Additional information is also available at the Department of Veterans Affairs website at <https://www.calvet.ca.gov/>.

Deaf or Hard of Hearing: TTY is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TTY Device. Calls may be placed using the California Relay Service: From TDD: (800) 735-2929; From Voice (800) 735-2922; From TTY: 711 (NATIONAL RELAY SERVICE).