NOTICE OF AMENDMENT

DATE OF AMENDMENT: FEBRUARY 28, 2019

EXAMINATION TITLE(S): KEY DATA SUPERVISOR I and KEY DATA SUPERVISOR III

EXAMINATION CODE(S): 9MV01-01 and 9MV01-02

EXAMINATION BASE: DEPARTMENTAL PROMOTIONAL

FINAL FILING DATE: MARCH 1, 2019

The bulletin announcing the above named examination is amended as follows:

The Final Filing Date has been changed to APRIL 2, 2019

ALL OTHER INFORMATION REMAINS THE SAME.

DEPARTMENT OF MOTOR VEHICLES, SELECTION AND CERTIFICATION UNIT
# KEY DATA SUPERVISOR SERIES

This multi-level recruitment is for:

**KEY DATA SUPERVISOR I**  
9MV01-01  
**KEY DATA SUPERVISOR III**  
9MV01-02

<table>
<thead>
<tr>
<th>Department:</th>
<th>Department of Motor Vehicles</th>
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<tr>
<td>Final Filing Date:</td>
<td>March 1, 2019</td>
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<tr>
<td>Type of Recruitment:</td>
<td>Departmental Promotional</td>
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<td>Monthly Ranged Salary:</td>
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</table>
**KEY DATA SUPERVISOR I** $3,197.00 to $4,001.00  
**KEY DATA SUPERVISOR III** $3,911.00 to $4,900.00 |
| Employment Type: |  
Permanent Full-time  
Permanent Part-time  
Permanent Intermittent  
Limited Term Full-time  
Limited Term Part-Time  
Limited Term Intermittent |
| Exam Type: | State-wide |

If you are currently on the Key Data Supervisor I and/or Key Data Supervisor III employment list(s), your eligibility will be abolished once the new employment list(s) are established. You must apply for this examination administration and pass the examination to gain eligibility on the new Key Data Supervisor I and/or Key Data Supervisor III employment list(s).

## 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.

## 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.
WHO SHOULD APPLY?

This is a departmental promotional examination for the Department of Motor Vehicles. Applicants must:

1. have a permanent civil service appointment with the Department of Motor Vehicles or meet the provisions of State Personnel Board Rules 234 or 235 by the final filing date; or
2. be a current or former employee of the Legislature, who resigned or was released from service, and with two or more consecutive years as defined in Government Code Section 18990; or
3. be a current or former non-elected exempt employee of the Executive Branch of government, who resigned or was released from service, and with two or more consecutive years (excluding those positions for which salaries are set by statue) as defined in Government Code Section 18992; or
4. 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 Section 18991.

Persons applying using Veterans experience must submit a copy of their DD214 with their Standard State Application (STD. 678).

FILING INSTRUCTIONS

Standard State Applications (SDT. 678) must be marked “KEY DATA SUPERVISOR I/III” and submitted by the final filing date using one of the two options below:

Postmarked by mail to:
Department of Motor Vehicles
Selection and Certification Unit
Key Data Supervisor Series
P.O. Box 932315, MS E678
Sacramento, CA 94232-3150

OR

In person by 5 p.m. to:
Department of Motor Vehicles
Human Resources Branch
“Selection & Certification Unit Drop Box”
2415 1st Avenue, 1st Floor Lobby
Sacramento, CA 95818

*Standard State Applications (STD. 678) must be placed in the “Selection & Certification Unit Drop Box” by 5 p.m. on the final filing date. Standard State Applications (STD. 678) postmarked, personally delivered, or received via interoffice mail after the final filing date will not be accepted. Standard State Applications (STD. 678) will not be accepted via email or fax.

Dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the United States Postal Service (USPS), are not considered “postmarks” for the purpose of determining timely filing of an application.

Standard State Applications (STD. 678) may be downloaded at the California Department of Human Resources’ CalCareers website at www.CalCareers.ca.gov. All applications/resumes must include "to" and "from" employment dates (month/day/year), time base, and official classification titles. Applications/resumes received without this information will be rejected.

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, please mark the appropriate box on the Standard State Application (STD. 678). You will be contacted about specific testing arrangements.

DEFINITION

“Performing the duties of...” To meet this requirement, the applicant must have the amount of experience in State service in the class (or be on a Training and Development Assignment or Temporary Appointment to the class) specified.
ELIGIBLE LIST INFORMATION

Departmental promotional employment lists for the Key Data Supervisor I and the Key Data Supervisor III will be established for the Department of Motor Vehicles. The lists will be abolished 12 months after they are established unless the needs of the service and/or conditions of the lists warrant a change in this period.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

NOTE: All applicants must meet the experience requirements for this examination by the final filing date.

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”, “II”, or “III”, 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.

KEY DATA SUPERVISOR I

Either I

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

Or II

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

KEY DATA SUPERVISOR III

Either I

One year of experience performing the duties of a Key Data Supervisor II or two years of experience performing the duties of a Key Data Supervisor I.

Or II

Five years of experience in key punch or key entry work, at least two years of which must have been in a supervisory capacity.

POSITION DESCRIPTION

Key Data Supervisor I

The Key Data Supervisor I 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, (2) have primary responsibility for the operation of a key-to-disc console, or (3) have primary responsibility for developing and writing formats for key-to-disc/tape types of key entry systems.

Key Data Supervisor III

The Key Data Supervisor III is the third supervisory level in the series. Incumbents direct through subordinate supervisors the work of large groups of employees operating either key punch and/or key entry equipment. Incumbents define and propose solutions for data entry problems related to budgeting, equipment acquisition, standards definition, and procedures development.

Positions exist in Sacramento only.
EXAMINATION INFORMATION

This examination will consist of a Qualifications Appraisal Panel Interview, weighted 100%. Candidates must achieve a minimum passing score of 70% in order to be placed on the eligible list.

It is anticipated that mandatory interviews will be held in May/June 2019.

Interviews will be conducted in Sacramento only.

SCOPE OF EXAMINATION

QUALIFICATIONS APPRAISAL PANEL INTERVIEW - WEIGHTED 100%

The Qualifications Appraisal Panel Interview will consist of predetermined job-related questions. Candidates will be provided a copy of the interview questions for a brief period of time before entering the interview room. The interview panel will evaluate the candidate’s responses to each question using a predetermined rating scale and predetermined scoring criteria. This testing component measures the knowledge and abilities listed below.

KNOWLEDGE AND ABILITIES

Key Data Supervisor I

A. Knowledge of:
   1. Uses, limitations, and capacities of key entry machines, key punch machines, and associated equipment and their relationship to other data processing equipment.
   2. Principles and techniques of formatting key-to-disc/tape equipment and related procedures for key entry machines.
   3. Principles of data processing machine operations.
   4. Principles of effective supervision and training.
   5. Modern office procedures.
   7. A manager’s role in the Equal Employment Opportunity Program and the processes available to meet the equal employment opportunity objectives.

B. Ability to:
   1. Plan, assign, supervise, and coordinate the work of a staff of key punch and key entry operators and clerical assistants.
   2. Do clerical work of average difficulty.
   3. Perform arithmetical computations accurately.
   4. Analyze situations accurately and take effective action.
   5. Follow oral and written instructions.

Key Data Supervisor III

A. Knowledge of:
   1. Uses, limitations, and capacities of key entry machines, key punch machines, and associated equipment and their relationship to other data processing equipment.
   2. Principles and techniques of formatting key-to-disc/tape equipment and related procedures for key entry machines.
   3. Principles of data processing machine operations.
   4. Principles of effective supervision and training.
   5. Modern office procedures.
   7. A manager’s role in the Equal Employment Opportunity Program and the processes available to meet the equal employment opportunity objectives.
KNOWLEDGE AND ABILITIES - CONTINUED

B. Ability to:
   1. Plan, organize, and direct the work of a group of key punch or key entry operators through subordinate supervisors.
   2. Prepare reports, records, and correspondence independently.
   3. Establish and maintain effective production controls.
   4. Devise key punch and key entry instructions for data processing programs.
   5. Organize and conduct training programs.
   6. Analyze data and draw valid conclusions.
   7. Analyze situations accurately and take effective action.

SPECIAL PERSONAL CHARACTERISTICS

Key Data Supervisor III

A demonstrated interest in assuming increasing responsibility.

VETERANS’ PREFERENCE

Veterans’ Preference will not be granted for this examination, because it does not meet the requirements to qualify for Veterans’ Preference.

CAREER CREDITS

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

DISCLAIMER

Please click on the link below to review the official California State Personnel Board class specification: https://www.calcareers.ca.gov/CalHRPublic/Tools/ClassSalarySearch.aspx

GENERAL INFORMATION

For an examination with a written feature, it is the candidate’s responsibility to contact the Department of Motor Vehicles, Selection and Certification Unit at (916) 657-7553 three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature, it is the candidate’s responsibility to contact the Department of Motor Vehicles, Selection and Certification Unit at (916) 657-7553 three weeks after the final filing date if he/she has not received his/her notice.

If a candidate’s notice of oral interview or Performance Test fails to reach him/her three days prior to his/her scheduled appointment due to a verified postal error, he/she will be rescheduled upon written request.

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. However, locations of interviews or performance evaluations may be limited or extended as conditions warrant.

Standard State Applications (STD. 678) are available at www.CalCareers.ca.gov, local offices of the Employment Development Department, and the testing department on this examination bulletin.

If you meet the requirements stated on this 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 on this bulletin will be rated against predetermined job-related rating criteria. All candidates who pass will be ranked according to their scores.
The Department of Motor Vehicles reserves the right to revise the examination plan to better meet the needs of the state, 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.

General Qualifications: Candidates shall possess the general qualifications of integrity, honesty, sobriety, dependability, industry, thoroughness, accuracy, good judgment, initiative, resourcefulness, courtesy, ability to work cooperatively with others, willingness and ability to assume the responsibilities and to conform to the conditions of work characteristic of the employment, and a state of health, consistent with the ability to perform the assigned duties of the class. Where the position requires the driving of an automobile, the employee must have a valid state driver license, a good driving record and is expected to drive the car safely. 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) service-wide promotional, 5) departmental open, and 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.

Criminal Record Clearance Information: Some positions, within various divisions of the Department of Motor Vehicles, are subject to fingerprinting and criminal records check requirements. The Department of Justice and Federal Bureau of Investigation will complete this check. Applicants will be notified during the hiring process if the position is affected by the criminal records clearance procedure. Criminal record clearance is a condition of employment in positions affected by this procedure.

If Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment and military veterans that meet all the minimum qualifications. Under certain circumstances, other employees may be allowed to compete under provisions 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, or at www.CalCareers.ca.gov.

If High School Equivalence is required: 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 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.

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

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