

**SAN DIEGO CITY CIVIL SERVICE COMMISSION**  
**TRANSFER OPPORTUNITIES**  
**OPEN ONLY TO CURRENT CITY OF SAN DIEGO EMPLOYEES**  
**August 11, 2017**

If you are interested in any of these opportunities and feel that you meet the minimum qualifications, call the contact person no later than the date shown. Remember, the appointing authority is not obligated to interview everyone on the transfer list and may choose not to select from the transfer list at all.

Generally, to be eligible for transfer, you must:

1. Meet the minimum qualifications for the classification.
2. Be in a class for which E step is paid the same as or more than E step of the class to which a transfer is desired.
3. Have satisfactory performance in your current position.

**The requirements for a transfer are found in Personnel Manual Index Code E-7.**

**TEST ADMINISTRATION SPECIALIST**

**MONTHLY SALARY: \$3,014 - \$3,639**

**WORD PROCESSING OPERATOR (UNDERFILL)**

**MONTHLY SALARY: \$2,633 - \$3,171**

**PUBLIC INFORMATION CLERK (UNDERFILL)**

**MONTHLY SALARY: \$2,633 - \$3,171**

**CLERICAL ASSISTANT II (UNDERFILL)**

**MONTHLY SALARY: \$2,503 - \$3,016**

**FIRST DATE TO APPLY: August 11, 2017**

**LAST DATE TO APPLY: August 21, 2017**

**LOCATION: Personnel Department, 1200 Third Avenue, Suite 101, San Diego, CA 92101**

**VACANCY INFO:** The Personnel Department has one permanent full-time Test Administration Specialist vacancy. This position may be under-filled at the Word Processing Operator, Public Information Clerk, and Clerical Assistant II levels. For career advancement to Test Administration Specialist, training will be provided and satisfactory completion of the Critical Tasks identified in the Personnel Department Critical Task Phase Training is required. The work schedule is Monday through Friday from 8:00 a.m. to 5:00 p.m. Test Administration Specialist positions are sometimes required to work overtime on evenings and weekends. In addition, out-of-town travel is sometimes required to administer tests.

**DUTIES:** Test Administration Specialist positions perform specialized and complex clerical duties in the Personnel Testing Office; establish Civil Service eligible lists; prepare and administer Civil Service examinations; provide test direction and instructions to candidates; prepare, distribute and account for testing materials; assist candidates and the public by providing information regarding application processes and procedures, eligibility requirements and test processes; process and machine scan application documents; enter, modify, review exams and applicant data in a computerized applicant and exam information database; machine and hand-score test papers; lead the work of clerical staff; type materials and documents; and perform related work.

**QUALIFICATIONS:** The ability to type at a corrected speed of 30 words per minute. A valid California Class C Driver License is required at the time of hire.

**HIGHLY DESIRABLE:** Excellent and effective communication skills; exceptional organizational and problem solving skills; outstanding interpersonal skills; ability to work in a team environment and independently, while exercising excellent judgment and initiative; ability to adjust to a changing environment and to manage and complete multiple priorities under demanding deadlines; experience using computer databases (especially NEOGOV).

**CONTACT:** Please submit a letter of interest and résumé to Nadine Corley, Principal Test Administration Specialist, at NCorley@sandiego.gov, **by 5:00 p.m., Monday, August 21, 2017.** All résumés will be reviewed and only the most qualified candidates may be invited to participate in the selection process

To be interviewed for any position on this Transfer Opportunities Notice, you must be on the appropriate Personnel Department Transfer List. If you are NOT currently on the transfer list (submit a Personnel Action Request Form to Personnel prior to the last date to apply indicated above).

# APPLICANT INFORMATION

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## APPLICATION INFORMATION

The Personnel Department will accept online applications only. Application materials must be submitted NO LATER THAN 5:00 P.M. ON THE FILING DATE. Failure to submit your application by 5:00 P.M. on the final filing date may result in missed employment opportunities.

1. Starting salaries will be determined by the hiring department.
2. The hiring department with a vacancy will contact and interview eligible candidates as needed. All candidates may not be contacted. The final selection and offer of employment is made by the hiring department, not the Personnel Department.
3. Unless otherwise stated, relevant experience may be substituted for education.
4. Eligible lists may be used on a periodic basis. As such, lists may not be used for several months. Eligible lists may be extended by the Civil Service Commission.
5. Examination requirements and processes may be revised.
6. Experience, education, and all other information provided by an applicant orally or in writing are subject to verification.

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**FALSIFICATION:** Any misrepresentations or false statements during or after the employment process may be cause for disqualification or dismissal from employment.

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## GENERAL REQUIREMENTS

Requirements must be met at time of application unless otherwise stated.

The minimum age for most full-time employment is 18, unless you are 17 and a high school graduate. You must have the legal right to work in the U.S. or have U.S. citizenship. Persons hired must present acceptable proof of identity and the legal right to work in the United States and the authenticity of the documents must be verified before starting work. After hire, you will be required to sign a loyalty oath and may be required to live in San Diego County.

A CITY MEDICAL EXAMINATION including drug screening and documentation of medical history may be conducted following a conditional offer of employment or promotion. Medical condition must enable the applicant to perform the essential duties of the position.

The City of San Diego is committed to a drug and alcohol free workplace.

THE CITY OF SAN DIEGO SUPPORTS WORKPLACE DIVERSITY and does not discriminate on the basis of race, sex, age, ancestry, national origin, political/religious affiliation, sexual orientation, AIDS or HIV status, cancer or non-job related physical/mental disability. The City is committed to making its jobs, programs, and services accessible to all persons and complies with all ADA non-discrimination requirements in its employment practices.

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A CONVICTION RECORD FORM must be submitted before hire. On it you must list all criminal convictions you have had. A criminal record is not necessarily a basis for disqualification from City employment. Each applicant's conviction record will be evaluated on a case-by-case basis considering the type and seriousness of the crime, how much time has elapsed, and the nature of the job.

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## EMPLOYEE BENEFITS

City employees may be eligible to participate in a benefit program including holidays, vacations, savings and retirement plans, health programs, and other benefits.

City employees initially hired on or after the effective date of Proposition B, a voter-approved San Diego Charter amendment to modify City employee retirement benefits, will not be eligible to participate in the City's Defined Benefit Plan administered by the San Diego City Employee's Retirement System.

Benefits may change due to employer-employee contract negotiations.

## REQUIREMENTS FOR PROMOTIONAL EXAMINATIONS

1. Current City employment, or currently on a Re-employment List or Leave of Absence.
2. Six months of continuous City employment in the Classified Service immediately prior to the application closing date or, if no closing date is specified, by date of application filing (exceptions: persons recently hired from Re-employment Lists, and employees in the Unclassified Service if the employee has six months in the Classified Service with no break in service, prior to becoming an Unclassified employee).
3. Most recent performance evaluation in your current City classification must be other than "Unsatisfactory".

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The provisions of this bulletin do not constitute an expressed or implied contract.

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