



## Key Data Operator

Class Code 1419 - Exam Code 3PB26

Department(s): California Department of Human Resources/Statewide for all Departments  
Final Filing Date: Continuous  
Type of Examination: Servicewide Open  
Salary: Monthly Ranged Salary: \$2,153.00 - \$3,064.00  
Tenure/Time-base: Permanent Full-time  
Permanent Part-time  
Permanent Intermittent  
Limited Term Full-time  
Limited Term Part-Time  
Limited Term Intermittent

### INTRODUCTION

The California Department of Human Resources is pleased to announce the posting of the Key Data Operator examination. Please refer to the Filing Instructions section for examination scheduling information.

### EEO

An equal opportunity employer to all regardless of race, color, religion, sex, gender identity or expression, national origin, age, ancestry, disability, marital status, political affiliation, sexual orientation, or genetic information.

### 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?

Applicants who meet the Minimum Qualifications as stated on this bulletin may apply for and take this examination.

### FILING INSTRUCTIONS

**Final Filing Date:** Continuous

Self-scheduling for this examination is offered on a first-come-first-served basis for each written exam date. Please be aware that, although seating is limited and scheduling will conclude once all seats are filled for a specific written exam date, additional self-scheduling dates and test locations will be posted.

### Self-Scheduling Opens

November 22, 2013 @ 11:00 AM

### Exam Dates

December 03, 2013 thru  
December 05, 2013  
AND  
December 10, 2013 thru  
December 12, 2013

### Location

Sacramento

**Where to Apply:** Click the link at the bottom of this bulletin.

### **SPECIAL TESTING ARRANGEMENTS**

If you have a disability and need special assistance or special testing arrangements, contact the California Department of Human Resources (CalHR), Examination Services at (866) 844-8671, or via the California Relay Service for the Deaf or Hard of Hearing at (800) 735-2929 from TTY Phones and (800) 735-2922 from voice phones.

### **SALARY INFORMATION**

Monthly Ranged Salary

Range A: \$ 2,153.00 - \$ 2,447.00

Range B: \$ 2,450.00 - \$ 3,064.00

Range A. This range shall apply to incumbents who do not meet the criteria for payment in Range B.

Range B. This range shall apply to persons who have satisfactorily completed either: (1) equivalent to six months of Key Data Operator experience; or (2) six months of experience in the operation of either key punch or key entry machines.

### **ELIGIBLE LIST INFORMATION**

An eligible list will be established by the California Department of Human Resources for use by the participating State departments noted on this bulletin.

A candidate may test only once in a 3-month period. The names of successful competitors will be merged onto the eligible list in order of final scores, regardless of test date. Eligibility expires 12 months after it is established. Competitors must then retake the examination to reestablish eligibility.

### **REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION**

**NOTE:** All applicants must meet the education and/or experience minimum qualifications as stated on this examination bulletin as of the date the test is taken.

### **MINIMUM QUALIFICATIONS**

Candidates must be familiar with a standard alphabetic keyboard such as that on a typewriter, key punch or key entry machine.

### **POSITION DESCRIPTION**

This is the entry, training and journey person level in this series. Incumbents, under close supervision, learn and perform routine key punch or key entry operations. Incumbents may have lead responsibility over others.

### **EXAMINATION INFORMATION**

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

## KNOWLEDGE AND ABILITIES

Knowledge of: Typewriter or key data keyboard.

Ability to: Demonstrate aptitude for key punch or key entry machine operation; perform general clerical work of average difficulty and follow directions.

## SPECIAL PERSONAL CHARACTERISTICS

Willingness to follow a prescribed routine; willingness to work under noisy conditions. Some positions may require the ability to lift and move trays of tabulating cards as required.

## VETERANS' PREFERENCE POINTS

Veterans' Preference Points will be added to the final score of all competitors who are successful in this examination, and who qualify for, and have requested, these points through the California Department of Human Resources. Due to changes in the law, effective January 1, 1996, veterans who have achieved permanent civil service status are not eligible to receive Veterans' Preference Points.

## CONTACT INFORMATION

If you have any questions concerning this examination bulletin, please contact:

California Department of Human Resources  
Attn: Examination Services  
1515 S Street  
Sacramento, CA 95811

Phone: 1-866-844-8671  
California Relay Service: 1-800-735-2929 (TTY), 1-800-735-2922 (Voice)

TTY is a Telecommunications Device for the Deaf, and is reachable only from phones equipped with a TTY Device.

## GENERAL INFORMATION

**For an examination with a performance feature**, it is the candidate's responsibility to print their "Notice to Appear" and present the notice on the date, time, and location of the test date.

**Examination Locations:** When a performance 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.

**Applications are available** at [www.jobs.ca.gov](http://www.jobs.ca.gov) and local offices of the Employment Development Department.

**If you meet the requirements** stated on this examination 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 a predetermined job-related rating, and all candidates who pass will be ranked according to their scores.

**The California Department of Human Resources** reserves the right to revise the examination plan to better meet the needs of the service, should 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.

**Candidates needing special testing arrangements** due to a disability must mark the appropriate box on the application and contact the testing department.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity,

initiative, dependability, good judgment, the 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.

**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.

**Veterans' Preference Points:** California Law (Government Code 18971-18978) allows the granting of Veterans' Preference Points in open entrance and open, non-promotional entrance examinations. Veterans' Preference Points will be added to the final score of all competitors who are successful in these types of examinations, and who qualify for, and have requested by mail, these points. **In open (only)** entrance examinations, Veterans' Preference Points are granted as follows: 10 points for veterans, widows and widowers of veterans, and spouses of 100% disabled veterans (5 points for widows, widowers, and spouses if the veteran was in the National Guard); and 15 points for disabled veterans. **In open, non-promotional** entrance examinations, Veterans' Preference Points are granted as follows: 10 points for veterans, and 15 points for disabled veterans. Employees who have achieved permanent State civil service status are not eligible to receive Veterans' Preference Points. "Permanent State civil service status" means the status of an employee who is lawfully retained in his/her position after completion of the applicable probationary period. This includes permanent intermittent, part-time, and full-time appointments. In addition, individuals who at any time achieved permanent State civil service status and subsequently resigned, or were dismissed from State civil service are not eligible to receive Veterans' Preference Points. Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference Points 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.

## **TAKING THE EXAM**

**When you click the link below, you will be directed to the self-scheduling system.**

**Self-Scheduling opens on November 22, 2013 at 11:00 AM.**

You must schedule yourself to participate in this performance examination. Self-scheduling for this examination is offered on a first-come-first-served basis for each performance exam date. Please be aware that, although seating is limited and scheduling will conclude once all seats are filled for a specific performance exam date, additional self-scheduling dates will be posted.

**[CLICK HERE to self-schedule and apply for the Key Data Operator examination](#)**