



LEGAL SUPPORT SUPERVISOR II

DEPARTMENTAL PROMOTIONAL EXAMINATION – STATEWIDE

(For CUIAB Employees Only)

Testing Department:	California Unemployment Insurance Appeals Board
Bulletin Release Date:	August 30, 2012
FINAL FILING DATE:	SEPTEMBER 13, 2012
EXTENDED FINAL FILING DATE:	SEPTEMBER 26, 2012
Salary:	\$3,857 - \$4,691 per month

****THE FINAL FILING DATE FOR THE LEGAL SUPPORT SUPERVISOR II HAS BEEN EXTENDED FROM SEPTEMBER 13, 2012 TO SEPTEMBER 26, 2012. APPLICANTS WHO HAVE ALREADY SUBMITTED THEIR APPLICATION FOR THIS EXAM WILL NOT NEED TO RESUBMIT ANOTHER APPLICATION.****

PLEASE NOTE: THE MINIMUM QUALIFICATIONS ON PAGE 2 HAVE BEEN CORRECTED.

POSITION DESCRIPTION

This is the highest supervisory level in this series. Incumbents direct the activities of a legal support staff of approximately 25 to 35 providing legal support services to a large professional staff of attorneys.

Positions exist statewide with the California Unemployment Insurance Appeals Board (CUIAB).

WHO SHOULD APPLY

Applicants who meet the minimum qualifications as stated below may apply for this examination.

This is a departmental promotional examination for the **California Unemployment Insurance Appeals Board (CUIAB)**. Competition is limited to:

1. Employees who have a permanent civil service appointment with the CUIAB by final filing date; or
2. Current or former employees of the Legislature with two or more years as defined in the Government Code 18990; or
3. Current or former non-elected exempt employees of the Executive Branch with two or more consecutive years as defined by Government code 18992; or
4. Persons 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 18991. Applicants under item 4 must submit form DD214 along with their standard state application (STD. 678) for entrance requirements. Please mail in your DD214 separately (make sure to identify which exam you are applying for) or you can scan the DD214 and upload the scanned document in the area where you would upload your resume in your profile. Veterans' preference points will not be granted in promotional examinations.

For applicants under items 2, 3, or 4 above, if promotional examinations are given by more than one department for the same classification, the applicant must select one department in which to compete. Refer to the General Information, Promotional Examinations Only section of this bulletin for other eligibility requirements. Under certain circumstances, former CUIAB employees may be allowed to compete under the provision of Rule 235.

MINIMUM QUALIFICATIONS

All applicants must meet the education and/or education requirements for this examination **by the final filing date.**

Qualifying experience may be combined on a proportionate basis if the requirement stated below include more than one pattern and are distinguished as “Either” I “or” II. 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 requirements.

Either I

One year of experience in the California state service performing the duties of a Senior Stenographer, Legal, Range B or Senior Typist, Legal, Range B.

Or II

~~Three years of experience in legal stenographic and/or clerical work, at least one year of which shall have been in a reasonable position performing a variety of difficult stenographic and/or clerical work or in a supervisory capacity. (Experience in California state service applied toward the specialized one-year requirement must be performing the duties of a class at a responsibility level not less than that of Senior Stenographer, Legal, Range B.) (Academic education above the twelfth grade may be substituted for the year of required general experience on the basis of either: (a) one year of general education being equivalent to three months of experience; or (b) one year of education of a business or commercial nature being equivalent to six months of experience.)~~

Either I

One year of experience performing the duties of a Legal Support Supervisor I; or two years of experience performing the duties of a Senior Stenographer, Legal, Range B or Senior Typist, Legal, Range B.

Or II

~~Four years of experience in legal stenographic and/or clerical work, at least two years of which shall have been in a supervisory capacity. (Experience in California state service applied toward the specialized two-year requirement must be performing the duties of a class at a responsibility level not less than that of Senior Stenographer, Legal, Range B.) (Academic education above the twelfth grade may be substituted for the year of required general experience on the basis of either: (a) a year of general education being equivalent to three months of experience; or (b) one year of education of a business or commercial nature being equivalent to six months of experience.)~~

SPECIAL PERSONAL CHARACTERISTIC

A demonstrated interest in assuming increasing responsibility.

ELIGIBLE LIST INFORMATION

A Departmental promotional eligible list will be established for the California Unemployment Insurance Appeals Board (CUIAB). Names of successful competitors will be merged into the list in order of final scores, regardless of date. Names will remain on the list for 12 months unless the needs of other services and conditions of the list warrant a change in this period.

Competitors must re-examine to establish eligibility. Competitors may re-examine every 12 months.

Successful candidates who tested in the last LSS II examination are not eligible to re-examine at this time.

FILING INSTRUCTIONS

All Examination Applications must be **POSTMARKED** no later than the final filing date in order to be considered for the examination. Applications not sent through the U.S. Postal Service (i.e., hand carried to the Human Resource Services Division) must be **RECEIVED BY 5:00 P.M. ON THE FINAL FILING DATE**. Use of CUIAB metered mail, interoffice mail (e.g., red or gold bag), and faxed applications are prohibited. Submit applications directly to:

MAILING ADDRESS:

Employment Development Department
Human Resource Services Division, MIC 54
Attention: **LSS II**
P.O. Box 826880
Sacramento, CA 94280-0001

NOTE: All Applications **MUST** include a current, valid email address as examination material may be sent via e-mail, e.g., examination notices, access to examination material, etc. Applications must also contain the following information: "to" and "from" dates (month/day/year) of employment, time base, civil service class title(s), and range, if applicable. In addition, college course information **MUST** include: title, semester or quarter credits, name of institution, completion dates, and degree (if applicable). Applications received without this information may be rejected.

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

SPECIAL TESTING ARRANGEMENTS

If you need an accessible test location, an interpreter, or other special testing arrangements because of a disabling condition or your religious beliefs, please complete question 2 and/or 3 on page 1 of the Examination Application (STD 678). You will be contacted and necessary arrangements will be made.

EXAMINATION INFORMATION

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

QUALIFICATIONS ASSESSMENT – WEIGHTED 100%

It is anticipated that candidates who meet the minimum qualifications for this exam will be sent an email the week of **October 8, 2012** to the e-mail address provided on their application, which will contain a link to access the Qualifications Assessment (QA) to complete.

Candidates should monitor their e-mail account's SPAM, Junk, Bulk, etc. folder(s) as the examination e-mail may be filtered depending on their specific account settings. It is the candidate's responsibility to immediately contact the Human Resource Services Division at EDDEXaminations@edd.ca.gov if they have not received an email with the link to access the QA by **October 11, 2012**.

COMPETITORS WHO DO NOT COMPLETE THE QUALIFICATIONS ASSESSMENT OR DO NOT SUBMIT IT BY THE DUE DATE WILL BE DISQUALIFIED FROM THE EXAMINATION PROCESS.

SCOPE OF THE EXAMINATION

A. KNOWLEDGE OF:

1. Technical legal terms and various legal forms and documents and their processing.
2. Modern office methods and procedures and office supplies, materials and equipment.
3. Business English and correspondence.
4. Principles of effective supervision and training.
5. Department's Equal Employment Opportunity Program Objectives.
6. A manager's role in the Equal Employment Opportunity Program and the processes available to meet employment opportunity objectives.

B. ABILITY TO:

1. Read and write English at a level required for successful job performance.
2. Prepare correspondence independently utilizing good English.
3. Communicate effectively.
4. Follow directions.
5. Analyze situations accurately and take effective action.
6. Secure and maintain cooperative relationships with all persons contacted in the work.
7. Type at a speed not less than 40 words a minute.
8. Effectively contribute to the department's equal employment opportunity objectives.

VETERANS' PREFERENCE

Veterans' Preference credits will not be granted in the examination as it does not meet the requirements to qualify for Veterans' Preference credit.

CAREER CREDITS

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

CONTACT INFORMATION

The EDD encourages all potential applicants to read this entire bulletin. All inquiries about this examination should be directed to EDDExaminations@edd.ca.gov. Please include the examination title, **Legal Support Supervisor II** in the subject line. Also, you may contact the Exam Hotline at (916) 654-6869.

EQUAL EMPLOYMENT OPPORTUNITY

California State Government – An Equal Opportunity Employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or 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.

GENERAL INFORMATION

THE EMPLOYMENT DEVELOPMENT DEPARTMENT (EDD) reserves the right to revise the examination plan to better meet the needs of the service if the circumstances change under which this examination was planned. Such revision will be in accordance with civil service laws and rules and all candidates will be notified.

IT IS THE CANDIDATE'S RESPONSIBILITY to contact the Employment Development Department, Human Resource Services Division at (916) 654-6869, three weeks after the FINAL FILING DATE if he/she has not received a notice via email or U.S. mail.

If you meet the requirements stated on this bulletin you may take this examination, which is competitive. Possession of the entrance requirement(s) does not ensure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of the other candidates who take this examination, and all candidates who pass will be ranked according to their scores.

EXAM APPLICATIONS (STD 678) are available on the Internet at <http://jobs.ca.gov/pdf/std678.pdf>

GENERAL QUALIFICATIONS: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, an ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class.

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) multi-departmental promotional, 4) servicewide promotional, 5) departmental open, 6) open eligible list. 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 this bulletin. In the case of continuous testing examinations, names are merged into the appropriate eligible lists in order of final examination scores regardless of the date of the examination and the resulting eligible lists will be used only to fill vacancies in the area shown on the bulletin.

PROMOTIONAL EXAMINATIONS ONLY: Veterans' Preference Points are not granted in promotional examinations. Competition is limited to those applicants who meet one of the criteria listed on page 1 of this bulletin. 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 the EDD's Human Resource Services Division, at the State Personnel Board, and on the Internet at www.jobs.ca.gov.

EMPLOYMENT DEVELOPMENT DEPARTMENT
Human Resource Services Division, MIC 54
P.O. Box 826880
Sacramento, CA 94280-0001
Telephone/Exam Hotline: (916) 654-6869
Website: www.edd.ca.gov

California Relay Service for Hearing Impaired:
From TDD Phone: (800) 735-2929
From Voice Phone: (800) 735-2922

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