

**SUPPLEMENTAL APPLICATION FOR
ASSISTANT/ASSOCIATE ARTS GRANT ADMINISTRATOR
California Arts Council**

Please note that the California State Library (CSL) – Human Resources Services Office is contracted to provide human resources services for the California Arts Council. The examination and/or subsequent interview process is facilitated by the CSL. Communication regarding this process should be directed to the CSL Human Resources Office.

The California Arts Council's Assistant/Associate Arts Grants Administrator examination is administered on an open continuous filing basis. This examination will consist of the attached Supplemental Application, which will be used to evaluate your experience, knowledge, skills and abilities as they relate to the Assistant/Associate Arts Grants Administrator classification. This Supplemental Application is the examination and will account for 100% of your examination score.

You will be evaluated based on your ability to follow directions, read, interpret, and respond appropriately to the questions in this Supplemental Application. It is required that you personally complete this Supplemental Application accurately and without assistance. Refer to the instructions below for completing and submitting this Supplemental Application. Candidates who fail to follow the instructions will be eliminated from this examination. Do not attach any additional documents, e.g., a resume, to this Supplemental Application.

YOUR RESPONSES ARE SUBJECT TO VERIFICATION.

Please keep in mind that all information provided on this Supplemental Application will be subject to verification at any time during the examination process, hiring process, and even after gaining employment. Anyone who misrepresents their experience will be subject to adverse consequences, which could include the following action(s):

- Removal from the examination process
- Removal from the certification list
- Loss of State employment
- Loss of rights to compete in any future State exams

THIS AFFIRMATION MUST BE COMPLETED AND MUST INCLUDE THE APPLICANT'S ORIGINAL SIGNATURE.

Government Code Section 18935:

"The board may refuse to examine or, after examination, may refuse to declare as an eligible or may withhold or withdraw from certification, prior to appointment, anyone who comes under any of the following categories:

- j. Has intentionally attempted to practice any deception or fraud in his or her application, in his or her examination or in securing his or her eligibility."

I hereby certify and understand that the information provided by me on this Supplemental Application is true and complete to the best of my knowledge and contains no willful misrepresentation or falsifications. I also understand that if it is discovered that I have made any false representations, I will be removed from the list resulting from this examination and may not be allowed to compete in future examinations for State employment. If it is discovered that I have made any false representations after being appointed to a position, I may have adverse action taken against me, which could result in dismissal.

Signature: _____ Date: _____

Name (printed): _____ Social Security Number: _____

Home phone number: _____ Work Phone Number: _____

PRIOR STATE EMPLOYMENT INFORMATION

Complete this next section **ONLY** if you have been previously dismissed from California State Civil Service employment by punitive action or as a result of disciplinary proceedings. If this does not apply to you, please check "not applicable."

State Personnel Board Rule 211 provides that a dismissed State employee may only participate in State Civil Service examinations if he/she has obtained prior consent from the State Personnel Board.

Do you have written permission from the State Personnel Board Executive Officer to take this examination?

YES NO NOT APPLICABLE

MINIMUM QUALIFICATIONS

Below are the Minimum Qualifications for the Assistant and Associate Arts Grants Administrators classifications. You must check the qualifications under which you qualify for the examination which you are taking. If you are applying for both classifications then you must check the qualification under which you qualify for each classification:

Assistant Arts Grants Administrator

- Experience:** One year of experience with a performing or exhibiting organization, or an arts service agency with responsibility for one of the following: artistic program planning or evaluations; public relations and marketing; fiscal management; or organizational development.

or

One year of experience with a public or private arts funding agency with responsibility for analyzing or evaluating grant applications.

and

Education: Equivalent to graduation from college. (Registration as a Senior in a recognized institution will admit applicants to the examination, but they must produce evidence of graduation or its equivalent before they can be considered eligible for appointment.) (Additional qualifying experience may be substituted for up to two years of education on a year-for-year basis.)

OR

- Education:** A Master's Degree in Arts Administration, or a Master's Degree in Public or Business Administration with at least 24 semester units in Arts Policy or Arts Management.

Associate Arts Grants Administrator

- Experience:** One year of experience in California state service performing the duties of Assistant Arts Grants Administrator.

(Promotional candidates who are within six months of satisfying the experience requirement for the class will be admitted to the examination, but they must fully meet the experience requirement before being eligible for appointment.)

OR

- Experience:** Two years of experience with a performing or exhibiting organization or an arts service agency with responsibility in one or more of the following areas: artistic program planning or evaluation; public relations and marketing; fiscal management; or organizational development. (A Master's Degree in Arts Administration, Public or Business Administration with at least 24 semester units in Arts Policy or Arts Management may be substituted for one year of experience.)

or

Two years of experience with a public or private arts funding agency with responsibility for analyzing or evaluating grant applications. (A Master's Degree in Arts Administration or a Master's Degree in Public or Business Administration with at least 24 semester units in Arts Policy or Arts Management may be substituted for one year of experience.)

and

Education: Equivalent to graduation from college. (Registration as a senior in a recognized institution will admit applicants to the examination, but they must produce evidence of graduation or its equivalent before they can be considered eligible for appointment.) (Additional qualifying experience may be substituted for up to two years of education on a year-for-year basis.)

EXPERIENCE

Under "Experience" All Competitors must complete items 1-15. Associate Arts Grants Administrator Competitors must also complete items 16-21. Please indicate: <u>Frequency</u> 1. If you have performed this task within the last 36 months. 2. How often you have performed this task. (Please select ONE box from the "Weekly," "Monthly" or "Annually" columns.) <u>Skill</u> 1. Indicate the level of skill that you have in performing this task. (Please select ONE box from the "Level of Skill" column.)	Frequency				Level of Skill		
	Performed task within last 36 mo.	Performed task weekly	Performed task monthly	Performed task annually	Have NOT performed task	Performed task with direction/assistance	Performed task independently without direction/assistance
1. Complied and analyzed information on traditional and non-traditional, private and public funding resources for the arts in California.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Provided advice and coordination for private or public groups in the development of comprehensive programs of arts activities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Conducted studies to assess the artistic and cultural resources and needs of local communities or public or private agencies.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Conducted studies of a wide variety of arts problems involving organization, funding, policy, systems or procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Engaged in artistic program planning for a performing or exhibiting organization, or for an arts service agency.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Participated in program evaluation of a performing or exhibiting organization, or for an arts service agency.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Contributed to public relations and marketing efforts of a performing or exhibiting organization, or for an arts service agency.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Participated in fiscal management activities for a performing or exhibiting organization, or for an arts service agency.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Engaged in organizational development activities for a performing or exhibiting organization, or for an arts service agency.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Analyzed or evaluated grant applications.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Participated in the facilitation of meetings with client groups (individuals and/or organizations).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Engaged in professional development activities to keep informed of the principles and practices of public, business or nonprofit administration.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Engaged in professional development activities to keep informed of the cultural history and current artistic activity of California.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Delivered high-quality customer services to state or local governments and/or general public.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Worked in a team setting sharing resources and responsibilities with co-workers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Frequency				Level of Skill		
	Performed task within last 36 mo.	Performed task weekly	Performed task monthly	Performed task annually	Have NOT performed task	Performed task with direction/assistance	Performed task independently without direction/assistance
Associate Arts Grants Administrator Competitors must complete items 1-21. Please indicate: <u>Frequency</u> 1. If you have performed this task within the last 36 months. 2. How often you have performed this task. (Please select ONE box from the "Weekly," "Monthly" or "Annually" columns.) <u>Skill</u> 1. Indicate the level of skill that you have in performing this task. (Please select ONE box from the "Level of Skill" column.)							
16. Developed art program guidelines.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Monitored, audited and/or evaluated art program grantees.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Developed grant proposals to public and/or private funders.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Served as lead facilitator in meetings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Conducted workshops providing funding advice and other technical information to arts organizations, public or private agencies, or individual artists.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. Served as lead staff directing the activities of subordinate staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

KNOWLEDGE, SKILL AND ABILITY

Provide specific information and relevant examples regarding knowledge, skills, and/or abilities from your background as requested below. All information must be accurate, complete and truthful. Please keep in mind that omitted information cannot be assumed when your qualifications are being evaluated. All information is subject to verification. Do **not** include a resume in lieu of answering the questions below.

In answering the questions below, you must:

- type your answers on 8 ½ x 11" paper
- use a separate page and only one side of one page for each question and your answer
- use 12-point font and 1" margins on all sides
- put your full name on the top right hand corner of each page
- complete questions according to which examination(s) you are taking:
 - Assistant Arts Grants Administrator competitors must answer questions 1-4
 - Associate Arts Grants Administrator competitors must answer questions 1-6
 - If you are competing in both classifications you only need to submit one set of responses to questions 1-6.

1. Describe the relationships between federal, regional, state and local arts agencies.
2. Define the roles and responsibilities of Council members, staff members and panelists when conducting a grant review process. And what steps would you include in the grant review process?
3. Your agency's goals are to fund high artistic quality and increase public access to the arts and for grants, the state arts agency's requirements are:
 - Applicants must have nonprofit status
 - Applicants must be in existence as organizations for a minimum of 3 years
 - Applicants must demonstrate capability to complete project
 - Grantees must provide 1:1 grant match

You are an Arts Grants Administrator for the agency and a performing arts organization has applied to your agency for general operating support.

What criteria would you consider when reviewing this grant application?

4. Continuing with the scenario in Question 3...given that this application was funded, how would you evaluate the success or failure of the organization's work after the grant period ends and what measurements would you consider critical?

Questions 5 – 6 are only for Associate Arts Grants Administrator Competitors and/or those competing in both classifications.

5. What criteria should you look for in individuals and the group when assembling a peer panel? Who would you consult for recommendations?
6. You are an Associate Arts Grants Administrator. At a legislator's request, you have contacted a leading arts organization in his district to discuss funding possibilities. The organization applies for a grant, but does not get funding. What actions do you take, if any?

THIS AFFIRMATION MUST BE COMPLETED AND SIGNED

- I certify that all answers are true and complete.
- I also understand that if I do not meet the legal minimum qualifications for the classification, I may be removed from the examination or my name may be withheld from the certification list.
- I have checked that all questions have an answer.

By signing below, I hereby certify that all the information entered on this examination is true and complete to the best of my knowledge, and that if I have not met the legal minimum qualifications for this classification, I will be removed from the examination when this fact is determined. I understand that if this examination is not completed correctly, it will not be processed. I understand that I am responsible for the correctness of my responses in this examination.

Printed name

Signature

Date

**This completes the Supplemental Application Examination
for Assistant/Associate Arts Grants Administrator.**

Mail the completed Supplemental Application and State Application (Std. Form 678) to:
California Arts Council
C/O California State Library
Human Resources Services Office
P.O. Box 942837
Sacramento, CA 94237-0001

or

Deliver the completed Supplemental Application and State Application (Std. Form 678) to:
California Arts Council
C/O California State Library
Human Resources Services Office
900 N St., Suite 400
Sacramento, CA 95814

Note: Faxes will **not** be accepted under any circumstances.

After submitting your Supplemental Application:

- Please notify the California State Library promptly of any address or contact information changes: California State Library; Human Resources Services Office; P.O. Box 942837; Sacramento, CA 94237-0001
- **The result of your examination will be mailed in approximately 4 – 6 weeks from the date the California State Library receives your completed examination materials.**