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.

# California Arts Council

**1300 I Street, Suite 930**
**Sacramento, California 94237-0001**

# ASSISTANT ARTS GRANTS ADMINISTRATOR OPEN EXAMINATION

**This bulletin cancels and supersedes the bulletin released April 14, 2014**

It is an objective of the State of California to achieve a drug-free 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 CAN APPLY:** Candidates who meet the minimum qualifications as stated below may apply for this examination. Once you have taken the examination, you may not reapply for twelve (12) months unless unsuccessful. All applicants must meet the education and/or experience requirements as stated on this examination announcement.

**HOW TO APPLY: SUBMIT A STANDARD STATE APPLICATION (Std. form 678) AND A COMPLETED SUPPLEMENTAL APPLICATION TO THE ADDRESS BELOW.** Standard State and Supplemental Applications are available at the address below or on the California Arts Council web site at http://www.cac.ca.gov/jobs/aga.php. **DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD OR THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES (CalHR).** Applications may be filed by mail or in person at:

**MAILING ADDRESS:**
California Arts Council
c/o Department of General Services
Examination Unit
P.O. Box 989052
West Sacramento, California 95798-9052

**SUBMIT IN PERSON:**
California Arts Council
c/o Department of General Services
Examination Unit
707 3rd Street, 7th Floor
West Sacramento, CA 95605

**CROSS FILING INFORMATION:** If you meet the entrance requirements for this classification and for the Associate Arts Grant Administrator, you may take both examinations at the same time. You must indicate the class title(s) corresponding to each examination for which you are applying on the application Form STD. 678.

**FINAL FILING DATE:** There is no final filing date. The testing office will accept applications continuously and will notify and test applicants as needs warrant.

**TESTING PERIOD:** The testing period is 12 months. A candidate may be tested only once during any testing period unless unsuccessful. Cutoff dates will then be set quarterly (March, June, September and December) or based upon the number of applications received. All tests received after the cut-off date will be held until the next quarter unless a sufficient number of applications are received, then additional tests will be administered.

**SALARY RANGE:** As of July 22, 2015 - $ 3,731 - $4,671 per month

**THE POSITION:** An Assistant Arts Grants Administrator is differentiated from an Associate Arts Grants Administrator by the degree of independence with which the incumbent works and by the nature of the incumbent's assignments.

Employees in this class are assigned limited journey level responsibility for implementing the Council's arts projects and programs. They generally have total responsibility for completing routine and less difficult projects or they may have responsibility for a segment of a larger project, conducted under the direction of a higher level position that has total responsibility for completing the project. Assistant Arts Grants Administrators typically provide funding advice and other technical information to grants panel members, arts organizations, public or private agencies, or individual artists, as assigned. Entry into Assistant Arts Grants Administrator is normally from outside State service.

Positions may exist with the California Arts Council in Sacramento.

**REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION:** It is your responsibility to make sure you meet the education and experience requirements stated below on the date you submit your application. Your signature on your application indicates that you have read, understood, and possess the basic qualifications required.

NOTE: Applications/resumes **must** include "to" and "from" dates (month/day/year), time base, civil service class title(s), and range (if applicable) for all experience. College course information **must** include title, semester or quarter units, name of institution, completion dates, and degree (if applicable). **Applications/resumes received without this information will be rejected. Applicants must submit a copy of official transcripts along with the application when using education to meet the entrance requirements for this examination.**

**MINIMUM QUALIFICATIONS:**
**Either I**
**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.)

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION



**Or II**
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.

**EXAMINATION INFORMATION: Interviews will not be held.** The examination will consist of a Self-Assessment Supplemental Application Questionnaire weighted 100.00%. These supplemental items are designed to identify job achievement in specific areas that demonstrates ability to successfully perform at various levels within the Arts Grants Administrator series. Applicants for Assistant Arts Grants Administrator are required to respond to the first **four** supplemental questions and experience items 1-15. Responses to the supplemental items will be assessed based on predetermined job-related rating criteria. The questionnaire is designed to elicit specific information regarding each candidate's knowledge, skill, ability, education, experience and training relative to the classification. In order to obtain a position on the eligible list, applicants must achieve a minimum rating of 70.00%.

**SCOPE**

**A. KNOWLEDGE OF:**

1. Principles and practices of public, business or nonprofit administration with specific reference to fiscal management, marketing and public relations, contracts, program evaluation, planning and development
2. The cultural history and current artistic activity of California
3. Components of public grant proposals processes

**B. ABILITY TO:**

1. Speak and write clearly and concisely
2. Interpret and apply rules, regulations and grants criteria
3. Develop and maintain cooperative and professional working relationships with arts organizations and artists

**C. SPECIAL PERSONAL CHARACTERISTICS:**

1. Demonstrated capacity for development as an Arts Grants Administrator as evidenced by work history, academic achievement, artistic achievement, or other well-defined occupational or vocational interests
2. Willingness and ability to accept increasing responsibility

**ELIGIBLE LIST INFORMATION:** An eligible list will be established for the California Arts Council. Possession of the minimum qualifications does not assure a place on the eligible list. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained. Names of successful competitors are merged onto an eligible list in order of final scores, regardless of test date. Eligibility expires 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period. Unsuccessful competitors who do not attain a minimum rating of 70.00% must wait at least six months from the date of disqualification before reapplying.

**VETERANS PREFERENCE:** Will be awarded in this examination, pursuant to Government Code Section 18973.1, effective January 1, 2014, as follows:

1. Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for veteran's preference.
2. An entrance examination is defined, under the law, as any open competitive examination.
3. Veterans Preference is not granted once a person achieves permanent civil service status.

**CAREER CREDITS:** Career credits are not granted in open examinations.

## GENERAL INFORMATION

**If the examination has a written feature,** it is the candidate's responsibility to contact the California State Library, Human Resources Services Office at (916) 654-0202 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 California State Library, Human Resources Services Office at (916) 654-0202 three weeks after the final filing date if he/she has not received a progress notice.

**If a candidate's notice** of oral interview, EDA or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

**State applications** (Std. form 678) are available at the California State Library, State Personnel Board, local Employment Development Department offices and online at http://jobs.ca.gov/Job/OtherTools.

**The California Arts Council** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**Examination Locations:** When a written test and/or oral interview is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento and San Francisco. However, locations of interviews may be limited or extended as conditions warrant.

**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) multidepartmental promotional, 4) service wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire from one to four years unless otherwise stated on this bulletin.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and 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.

**How to apply for Veterans Preference:** The California Department of Human Resources (CalHR) has information on how to apply for Veterans Preference on their website at www.jobs.ca.gov and on the Application for Veterans Preference form (CalHR 1093). Additional information is also available at the Department of Veterans Affairs website at www.cdva.ca.gov.

**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: 1-800-342-5966 From Voice Telephones: 1-800-342-5833