



# AGRICULTURAL LABOR RELATIONS BOARD

California State Government-An Equal Employment Opportunity Employer to All Regardless of Race, Color, Creed, National Origin, Ancestry, Sex, Marital Status, Disability, Religious or Political Affiliation, Age, or Sexual Orientation. The Agricultural Labor Relations Board complies with the Americans with Disabilities Act (ADA).

## FIELD EXAMINER II, ALRB –BI-LINGUAL, SPANISH SPEAKING AND FIELD EXAMINER III, ALRB- BI-LINGUAL, SPANISH SPEAKING OPEN AND DEPARTMENTAL PROMOTIONAL, CONTINUOUS TESTING FOR THE OFFICE OF THE GENERAL COUNSEL, ALRB

It is an objective of the State of California to achieve a drug-free workplace. An 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.

### HOW TO APPLY:

**FINAL FILING DATE: APRIL 28, 2014**

APPLICATION FORMS (STD 678) ARE AVAILABLE UPON REQUEST OR VIA THE INTERNET AT <http://jobs.ca.gov/pdf/std678.pdf> AND MUST BE POSTMARKED BY THE U.S. POST OFFICE NO LATER THAN THE FINAL FILING DATE. FAXED AND/OR E-MAILED APPLICATIONS WILL NOT BE ACCEPTED. RESUMES ALONE WILL NOT BE ACCEPTED. APPLICATIONS POSTMARKED, OR RECEIVED VIA INTEROFFICE MAIL OR PERSONALLY DELIVERED AFTER 5:00 PM OR RECEIVED AFTER THE FINAL FILING DATE **WILL NOT** BE ACCEPTED FOR ANY REASON.

AGRICULTURAL LABOR RELATIONS BOARD  
1325 J STREET, SUITE 1900-A  
SACRAMENTO, CA 95814  
ATTENTION: JONATHAN BERNSTEIN

**DO NOT SUBMIT APPLICATIONS TO CALHR**

**NOTE:** Applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

**WHO SHOULD APPLY:** Applicants who meet the minimum qualifications as stated below. This is a departmental promotional examination. Career credits do not apply. **Bi-lingual candidates encouraged to apply.**

**TESTING METHOD:** The testing method used may be one or a combination of the **ORAL OR WRITTEN EXAMINATION, EDUCATION & EXPERIENCE OR SUPPLEMENTAL APPLICATION.** This examination will consist of a qualifications appraisal interview. In order to obtain a position on the eligible list, a minimum rating of 70% must be obtained in the oral examination.

**TEST DATE:** It is anticipated that the examination will be in May/June 2014

**SPECIAL TESTING ARRANGEMENTS:** If you have a disability and need special testing arrangements, mark the appropriate box in Question 2 of the "Application for Examination". You will be contacted to make specific arrangements.

**SALARY RANGE:** **\$4400- \$5508 FIELD EXAMINER II, ALRB**  
**\$4833- \$6050 FIELD EXAMINER III, ALRB**

**ELIGIBLE LIST INFORMATION:** An eligible list will be established for the Office of the General Counsel, ALRB. The names of successful competitors will be merged onto the eligible list in order of final score regardless of test date. Eligibility expires (12) months after it is established. Competitors must then retake the examination to reestablish eligibility. A candidate may test only once during a twelve (12) month period.

**REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION:** **NOTE:** All applicants must meet the minimum qualifications for this examination by the final filing date, **April 28, 2014.**  
Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I "or" II "or" III, etc. 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 requirement.

### MINIMUM QUALIFICATIONS:

#### Education Requirement:

The following educational requirement is part of the "Minimum Qualifications" for all levels in the series: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on the basis of one year of experience equals two years of college.)

#### Field Examiner II, ALRB

One year performing the duties of a Field Examiner I, Range B, Agricultural Labor Relations Board. (Applicants who have completed six months of the required experience will be admitted to the examination, but must complete one year of such experience before they will be eligible for appointment.)

**SEE REVERSE SIDE FOR ADDITIONAL INFORMATION**

4AM01/4AM02

**B. Ability to:**

1. Apply investigative techniques;
2. Negotiate constructively and persuasively;
3. Analyze testimony and other types of evidence and draw correct conclusions;
4. Hold informal hearings, resolve disputes, and conciliate aggrieved parties;
5. Analyze situations accurately and take effective action;
6. Work effectively under stress and unfavorable conditions;
7. Prepare clear and logical reports.

**Field Examiner III**

8. Plan, organize, and direct the activities of others;
9. Interpret and apply established policies and procedures of the Agricultural Labor Relations Board;
10. Effectively contribute to the Board's Equal Employment Opportunity objectives.

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**VETERANS PREFERENCE:** Veterans Preference Credit and Career Credits will not be granted in this examination.

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**GENERAL INFORMATION**

The Office of the General Counsel, Agricultural Labor Relations Board 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 laws and rules and all competitors will be notified.

For any examination without a written feature, it is the candidate's responsibility to contact the Exam Analyst at the Agricultural Labor Relations Board (916) 651-7608 three weeks after the final filing date if he/she has not received a progress notice. Applications are available at the Agricultural Labor Relations Office, State Personnel Board, local office of the Employment Development Department.

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

**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 classification.

**Examination Locations:** When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, qualifications appraisal interviews are scheduled in Sacramento and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant. If a candidate's notice of oral interview 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.

**Interview Scope:** If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits and fitness. In appraising experience, more weight will be given to the breadth and regency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self development; and the progress he/she has made in his/her efforts towards self development.

**High School Equivalence:** Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: (1) passing the General Educational Development (GED) test; (2) completion of 12 semester units of college-level work; (3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or (4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

**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) multidepartmental 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.

**Promotional Examinations Only:** Competition is limited to employees who have a permanent civil service appointment. 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 departmental personnel offices or at the Information Counter of State Personnel Board offices.

**Devices for Communications Impairment:**

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device, TDD: (916) 654-9922; California Relay Service: 1-800-342-5966 (TDD) and 1-800-342-5833 (Voice). For information regarding this examination, please contact Jonathan Bernstein at (916) 651-7608