DEPARTMENT OF INDUSTRIAL RELATIONS
EXAMINATION ANNOUNCEMENT FOR

HEARING REPORTER

CD20 1229 9IR20
OPEN

EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

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 (entrance requirements) as stated below as of November 14, 2009, the performance test date.
HOW TO APPLY	Applications (Form 678) are available at the Department of Industrial Relations Personnel Office/Exam Unit, 455 Golden Gate Avenue, 8th Floor in San Francisco CA 94102. This form can be accessed from either the Department of Industrial Relations website at www.dir.ca.gov or the State Personnel Board website at www.spb.ca.gov.
FINAL FILING DATE	Applications (Form 678) must be addressed and mailed to the Department of Industrial Relations, Attention Examination Unit, P.O. Box 420603, San Francisco, CA 94142, and **POSTMARKED** by the United States Postal Service (a postmark by a "**leased**" meter will **not** be accepted) no later than **September 25, 2009, the final file date**. Applications postmarked, personally delivered or received via inter-office mail after the **final file date will not be accepted.**
SPECIAL TESTING ARRANGEMENTS	If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application". You will be contacted to make specific arrangements.
REQUIRED IDENTIFICATION	Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.
SALARY RANGE	$4771-5798 per month
LOCATIONS OF POSITIONS	Positions are located statewide with the Department of Industrial Relations, Workers' Compensation Appeals Board.
ELIGIBLE LIST INFORMATION	**A candidate may only test once in a 12 month period.** A list of eligible candidates will be established for the Department of Industrial Relations. Names of successful candidates will be merged onto the list in order of final scores regardless of date. Eligibility expires 24 months after it is established; candidates must then retest to reestablish eligibility.
EXAMINATION INFORMATION	Candidates who meet the Requirements for Admittance to the Examination (minimum qualifications) will be scheduled for a performance examination on **November 14, 2009**. This examination will consist of a **100% performance exam only**. In order to obtain a position on the eligible list, a minimum rating of 97.5% must be attained.
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	NOTE: All applicants must submit an application (Std. 678) by **September 25, 2009, the final file date** and meet the education and/or experience requirements by November 14, 2009; **the performance test date.**

MINIMUM QUALIFICATIONS	**Either** 1. One year of experience taking and transcribing verbatim accounts of conferences, hearings, proceedings, trials, and other formal meetings in shorthand or machine shorthand writing; **or** 2. Possession of a State of California License as a Certified Shorthand Reporter; **or** 3. Possession of a Certificate of Proficiency or a Certificate of Merit issued by the National Court Reporters' Association (NCRA). (Completion of eighteen months of full-time study at a school specializing in Hearing Reporter training may be substituted for not more than half of the required experience under Pattern 1.)
SPECIAL PERSONAL CHARACTERISTICS	Willingness to travel throughout the State, poise, and normal hearing.
ADDITIONAL DESIRABLE QUALIFICATION	Education equivalent to completion of the twelfth grade.
POSITION DESCRIPTION	A Hearing Reporter takes verbatim accounts of conferences, hearings, testimony of witnesses, proceedings, and other formal or informal meetings in machine shorthand writing; transcribes notes using computer- aided transcription (CAT); appears before quasi-judicial bodies to read shorthand notes; and performs related clerical and stenographic work.
DICTATION/ TRANSCRIPTION- 100.00%	This test will consist of 12 minutes of 4-voice dictation given at a rate of 200 words per minute. Two tests will be dictated and the candidate will transcribe only one test. In order to obtain a position on the eligibility list, the candidate must transcribe at a 97.5% minimum accuracy level. 10 minutes of the dictation will be scored. **COMPETITORS WHO DO NOT APPEAR FOR THE PERFORMANCE EXAM WILL BE DISQUALIFIED** **PERFORMANCE EXAM** **<u>SCOPE</u>** Knowledge: 1. Grammar and spelling and possession of vocabulary; 2. Legal, medical, and other technical terminology: 3. Customary hearing procedures. Abilities: 1. Read and write English at a level required for successful job performance; 2. Take dictation at the rate of 200 words per minute in shorthand or machine shorthand, writing; 3. Record hearings verbatim and transcribe notes with skill, speed, and accuracy after an interval of time; type at a rate of not less than fifty net words a minute; 4. Adapt to changing situations and maintain a calm and even disposition under trying circumstances; 5. Follow oral and written directions.

TEST GUIDELINES	A maximum 2 ½ hours for transcription will be allowed. Candidates must bring their own stenotype machines. Candidates must bring their own computer containing computer-aided transcription (CAT) software and PC- formatted diskette or CD. The test will be submitted in either ASCII page-image format, or similar ASCII format, or PDF format, on a PC-formatted diskette or CD. Candidates are responsible for the proper functioning of their equipment. Candidates may bring their own dictionaries. **PLEASE NOTE: TYPED TRANSCRIPTS OF THE TEST WILL NOT BE ACCEPTED.**
VETERANS PREFERENCE	**Veteran's preference points** will be added to the final score of all open competitors in this examination who qualify for, and have requested these points and who are successful in all part(s) of the examination. (See "General Information" on this bulletin for information regarding veteran's preference points.).

GENERAL INFORMATION

It is the candidate's responsibility to contact the Personnel Office at 1-800-564-0771 three days prior to the performance test date if he/she has not received a progress notice.

If a candidate's notice of oral interview 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.

Applications are available at State Personnel Board offices, local offices of the Employment Development Department and the Department of Industrial Relations. It can also be downloaded from the State Personnel Board website at www.spb.ca.gov or the Department of Industrial Relations website at www.dir.ca.gov.

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 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.

The Department 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: 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. The first performance test is expected to be scheduled in the Bay Area and Los Angeles November 14, 2009. Other Locations may be added depending on the number and locations of candidates.

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; and 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated in 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.

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 recency 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 toward self-development.

Veterans Preference: California law limits the granting of veterans preference credits to entrance examinations. When credit is granted it is as follows: 10 points for veterans, widows, or widowers of veterans and spouses of 100% disabled veterans; and 15 points for disabled veterans. Directions for applying for veteran's preference are on the Veterans Preference Application form which is available from State Personnel Board offices or written test proctors.

High School Equivalent: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General 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.

California Relay System Telephone number for the deaf and hearing impaired: 1-800-735-2929