



# CALIFORNIA HORSE RACING BOARD

## DEPARTMENT PROMOTIONAL EXAMINATION FOR RACING LICENSE TECHNICIAN II

Visit our Website at [www.chrb.ca.gov](http://www.chrb.ca.gov)

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.

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.

**MONTHLY SALARY** \$2638.00 - \$3209.00

**FINAL FILE DATE** March 27, 2013

**FILING/REQUIREMENT INFORMATION** Applicants must have a permanent civil service appointment with the Department(s) listed above. All applicants must meet the education and/or experience requirements for this examination by the final file date. STATE APPLICATIONS (Form 678) must be POSTMARKED NO LATER THAN March 27, 2013. Applications received after the final filing date will not be accepted for any reason. If you have a disability and need special testing arrangements, mark the appropriate box to question number 2 on the first page of the State Application (Form 678). You will be contacted to make specific arrangements.

**HOW TO APPLY** NOTE: Applicants are required to bring either a photo identification card or two forms of signed identification to the oral examination.

Applications may be filed in person or by mail with:  
ATTN: WENDY MATSUDA  
CALIFORNIA HORSE RACING BOARD  
1010 HURLEY WAY, SUITE 300  
SACRAMENTO, CA 95825  
(916) 263-6049

SUBMIT SIGNED STATE APPLICATIONS ONLY TO THE ADDRESS INDICATED ABOVE POSTMARKED NO LATER THAN MARCH 27, 2013.

**THE POSITION** This is the full journey level position. Under general supervision, incumbents perform the full range of licensing duties, which include but not limited to, issuing horse racing occupational licenses, reviewing and/or processing license applications, worker's compensation sureties, financial statements, horse registration documents, partnership or corporate records, race horse leases, trust agreements, and other occupational license functions. This includes the more complex work, such as handling sensitive cases where guidelines are unclear; assisting investigators; completing monthly reports; may act as lead Racing License Technician, and assist with the training of Racing License Technicians I; and other related work.

**EXAMINATION PLAN** The examination will consist of a QUALIFICATION APPRAISAL INTERVIEW only, weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in the interview. Competitors who do not appear for the interview will be disqualified. It is anticipated that examination interviews will be held in April 2013.

If conditions warrant, this examination utilizes an evaluation of each candidate's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that candidates take special care in accurately and completely filling out their application. List all experience relevant to the "Minimum Qualifications and Scope of the Examination" shown on this announcement. Supplementary information may be accepted, but read the "Minimum Qualifications and Scope of the Examination" carefully to see what kind of information will be useful.

In the event that the Experience and Education process is utilized it will be weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained.

**ELIGIBLE LIST INFORMATION** A departmental eligible list will be established for the California Horse Racing Board. The list will be abolished 24 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

**MINIMUM QUALIFICATIONS** 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.

**Either I**

In California State service, either (a) six months of experience performing the duties of a Racing License Technician I; or (b) one year of experience at a level of responsibility not less than Office Assistant Range B performing duties which provide familiarity with the laws, rules, regulations and policies governing the California Horse Racing Board.

**MINIMUM  
QUALIFICATIONS  
Continued**

**Or II**

Experience: Two years of clerical experience performing the duties which provide familiarity with the licensing process and the laws, rules, regulations, and policies governing the California Horse Racing Board. (Experience in California State service applied toward this requirement must include at least one year in a class with a level of responsibility not less than that of an Office Assistant, Range B). **AND**

Education: Either equivalent to completion of the twelfth grade; or completion of a business school curriculum; or completion of a clerical work experience training program such as those offered through the Manpower Development and Training Act. (One year of clerical work experience may be substituted for the required education.)

**SCOPE OF  
THE EXAMINATION**

- A. Knowledge of:
1. Laws, rules, regulations and policies governing horse racing licensing.
  2. Policies and procedures pertaining to the review and processing of applications for horse racing licenses.
  3. Receiving, receipting, and depositing money.
  4. Purposes, organization and activities of the California Horse Racing Board.
  5. Modern office procedures.
- B. Ability to:
1. Read and write English at a level required for successful job performance.
  2. Follow directions.
  3. Learn to interpret, apply and explain provisions of the Horse Racing Law in processing applications for licenses.
  4. Operate modern office equipment and apply office methods and procedures.
  5. Complete forms and documents, and make arithmetic calculations with speed and accuracy.
  6. Use tact and good judgment in dealing with the public.

**GENERAL INFORMATION**

For an examination without a written feature, it is the candidate's responsibility to contact the California Horse Racing Board at (916) 263-6049 three weeks after the final filing date if he/she has not received a progress notice.

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

Applications are available at the State Personnel Board offices, local offices of the Employment Development Department, and the California Horse Racing Board. You can also access the State application on-line at [www.spb.ca.gov](http://www.spb.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 in this bulletin will be compared with the performance of the others who take this test. All candidates who pass will be ranked according to their scores.

The State Personnel Board and/or the California Horse Racing Board reserve the right to revise the examination plan to meet the need of the service more effectively if changes occur in the circumstances under which this examination was planned. Such revision will be in accordance with civil service laws and rules, and all competitors will be notified.

**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, qualification appraisal interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interview 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) 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 the 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 in 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.

**HIGH SCHOOL EQUIVALENCE:** Equivalence to completion of the twelfth grade may be demonstrated in any one of the following ways; (1) passing the General Educational Development (GED) test; (2) completing 12 semester units of college-level work; (3) receiving 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 classes, substitution of business college work in place of high school on a year-for-year basis.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device.  
The California Horse Racing Board utilizes the California Relay Service. The numbers available for use are  
**1-800-735-2929 (TT/TDD) and 1-800-735-2922 (VOICE).**