

DEPARTMENT OF INDUSTRIAL RELATIONS

EXAMINATION ANNOUNCEMENT FOR



HEARING REPORTER

CD20 1229 1IRHE

OPEN/STATEWIDE



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.

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 qualification for this classification as of the scheduled cut off dates listed under "How to Apply".
HOW TO APPLY	<p>Applicants for this classification will be accepted on a continuous basis and processed for examinations with the following <u>scheduled cut-off dates</u>:</p> <ul style="list-style-type: none"> • JUNE 17, 2021 • SEPTEMBER 16, 2021 • DECEMBER 16, 2021 • MARCH 17, 2022 <p>Please complete <u>BOTH</u> a Standard State Application Form (STD) 678 and the Training and Experience Evaluation (with all required documents) and submit by mail, e-mail, or in person to the following address:</p> <p><u>By Mail:</u> (must be postmarked by the applicable cut-off date) Department of Industrial Relations Human Resources – Examination Unit 1515 Clay St., Suite 409 Oakland, CA 94612</p> <p><u>In Person:</u> (must be submitted by the close of business of the applicable cut-off date): Department of Industrial Relations Human Resources – Examination Unit 1515 Clay St., Suite 409 Oakland, CA 94612</p> <p><u>By e-mail:</u> (must be received by 11:59PM on the applicable cut-off date but will be accepted no later than 12:01AM)</p>

	<p>jobs@dir.ca.gov</p> <p>Note: Documents must be attached as a PDF file, no other format will be accepted.</p> <p>**Please refer to the Examination Information section on PAGE 4 for access to the Training and Experience Evaluation (and all other required documents).</p> <p>State Applications (Form 678) are available at the Department of Industrial Relations, Human Resources Office/Exam Unit, 1515 Clay St., Suite 409 in Oakland, CA 94612</p> <p>The form can also be downloaded from http://jobs.ca.gov/pdf/std678.pdf or from your CalCareer account on jobs.ca.gov. If the application from the CalCareer account is used, applicants must still follow the filing instructions above to submit the application. Applications for this exam are only being accepted by mail, in person, or by e-mail to jobs@dir.ca.gov. Due to system limitations, please do not submit applications or exam documents through a CalCareer account.</p> <p>**In the section of the application titled "Examination or Job Titles for which you are applying", please write:</p> <p>HEARING REPORTER – 1IRHE</p> <p>Applications by mail must be POSTMARKED by the United States Postal Service no later than the scheduled cut-off dates. Applications postmarked, personally delivered or received via inter-office mail, e-mail or by fax after the cut-off date will be accepted and considered for the next examination cut-off date. Applicants are responsible for obtaining proof of mailing or submission of their applications to Department of Industrial Relations, Examination Unit.</p> <p>Confirmation/receipt of USPS mailed submittals can only be provided for by Certified Mail. Dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the USPS, are not considered Postmark dates for the purpose of determining timely filing of an application.</p> <p>All applications must have a signature. Unsigned or incomplete applications will NOT be accepted for the examination.</p>
CUT OFF DATES/FINAL FILING DATE	<p>Applicants who meet the minimum qualifications by the cut-off dates listed below will be admitted into the examination.</p> <ul style="list-style-type: none"> • JUNE 17, 2021 • SEPTEMBER 16, 2021 • DECEMBER 16, 2021 • MARCH 17, 2022

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.
POSITION DESCRIPTION	Takes verbatim accounts of conferences, hearings, proceedings, trials, and other formal or informal meetings in shorthand or machine shorthand writing. Properly identifies speakers and notes the introduction of exhibits and other matters. Takes depositions and the testimony of witnesses on a variety of subject matter within a number of fields of work. Transcribes notes on a typewriter or re-dictates on dictating equipment for transcription by a transcriber. Frequently working to meet fixed deadlines, prepares a complete transcript of evidence and testimony. Frequently travels to various locations to record proceedings and hearings. Appears before quasi-judicial bodies or other formal groups to read shorthand notes. Takes and transcribes dictated summaries of minutes of meetings, and performs incidental related clerical and stenographic work.
SALARY RANGE	\$5,864.00 - \$7,338.00 per month
LOCATION OF POSITIONS	Positions are located statewide with the Department of Industrial Relations, Division of Workers' Compensation or may be located statewide within other State of California Departments.
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	NOTE: All applicants must meet the education and/or experience requirements for this examination by the applicable cut-off date. 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". 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 QUALIFICATION	<p>Experience: Either</p> <ol style="list-style-type: none"> 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 Shorthand Reporters' Association (NSRA). (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 I.)

SPECIAL PERSONAL CHARACTERISTICS	Willingness to undertake additional training as needs are identified; willingness to live and work in an assigned area of the State; keenness of observation, tact, and maturity.
ELIGIBLE LIST INFORMATION	A, service-wide, open list for the Hearing Reporter classification will be established for: State of California (all State of California departments, statewide). The names of successful candidates will be merged onto the eligible list in the order of final scores regardless of test dates. Eligibility expires 12 months after it is established. Candidates may retest to reestablish eligibility.
TESTING PERIOD	A candidate may not retest again for 9 months from the date of his/her last exam.
EXAMINATION INFORMATION TRAINING AND EXPERIENCE ASSESSMENT – WEIGHTED 100%	<p>This examination will consist of a Training and Experience evaluation weighted 100%.</p> <p>Click HERE to access the Training and Experience Evaluation.</p> <p>It is designed to identify a range of information regarding each candidate's knowledge, skills and abilities to effectively perform the duties required in the classification.</p> <p>Candidates must complete and return BOTH the State Application (std 678) and the Training and Experience Evaluation to a designated address by the date and method as specified in the notice in order to be rated. Candidates failing to return the evaluation and all required documents by the specified date may be removed from this examination.</p> <p>In order to obtain a position on the eligible list, a minimum score of 70.00% must be attained.</p> <p>Scope of the Training and Experience Assessment Questionnaire:</p> <p>A. Knowledge of:</p> <ol style="list-style-type: none"> 1. Grammar and spelling and possession of vocabulary; 2. Legal, medical, and other technical terminology; 3. Customary hearing procedures; <p>B. Ability to:</p> <ol style="list-style-type: none"> 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 continuously for several hours, and transcribe notes with skill, speed, and accuracy after an interval of time; 4. Type at a rate of not less than fifty net words a minute;

	<ol style="list-style-type: none">5. Dictate accurately and clearly from notes;6. Adapt to changing situations and maintain a calm and even disposition under trying circumstances;7. Follow oral and written directions
VETERANS' PREFERENCE	<p>Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, Veterans' Preference will be awarded as follows:</p> <p>(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 Veterans' Preference. (2) An entrance examination is defined, under the law, as any open competitive examination. AND (3) Veterans' Preference is not granted once a person achieves permanent civil service status. Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application (Std. Form 1093), which is available at Veteran Preferences Application and the Department of Veterans Affairs.</p>

GENERAL INFORMATION

Application Forms are available at The California Department of Human Resources office, local offices of the Employment Development Department and the Department of Industrial Relations. It can also be downloaded from either the website of <http://www.calhr.ca.gov/> or the website of <https://www.dir.ca.gov/dirjobs/> link to the website(s) for downloading the form is also provided in this bulletin viewed on the internet.

If you meet the requirements stated on the reverse, you may submit your application to 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.

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.

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) multi-departmental promotional; 4) service wide 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.

Veterans' Preference: Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, Veterans' Preference will be awarded 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 Veterans' Preference. (2) An entrance examination is defined, under the law, as any open competitive examination. AND (3) Veterans' Preference is not granted once a person achieves permanent civil service status

Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference are on [the Veterans' Preference Application \(Std. Form 1093\)](#) and the Department of Veterans Affairs.

Career Credits: In an open, non-promotional examination, career credits are granted to: 1) State employees with permanent civil service status, 2) full-time employees of the State who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirements specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in, or are graduates of, the California Conservation Corps (eligibility shall expire 18 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their civil service status in the appropriate section of the application Form 678.

For Inquiries: Call the Department of Industrial Relations at
1-800-564-0771,
1-800-735-2929 - California Relay System Telephone number for the deaf and hearing impaired, or Write to
jobs@dir.ca.gov