



County of Santa Clara

Policy Name: Examination Requirements for the Accounting Series

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Policy Type: Administrative

Category: Personnel **Sub-Category:** Hiring Practices

Policy Name: Examination Requirements for the Accounting Series

Policy Owner: Employee Services Agency

Policy Purpose

This policy identifies Human Resources' examination requirements for the Accounting Series.

Policy Summary

The County has various levels of professional Accounting classifications. Examination requirements have been developed to standardize the process for employees transferring or promoting to the Accounting series throughout the County.

Examination Requirements

There are two written examinations for the Accounting series:

- The **Entry/Journey Accountant examination** for the Accountant/Auditor-Appraiser and Accountant II levels,
- and the **Advanced Accountant examination** for the Accountant III and Senior Accountant levels.

These written examinations have been validated with Subject Matter Experts to ensure that the content of the examinations is job related. These testing requirements apply to lateral transfers, promotions within an alternately staffed position, reclassifications, appointments to unclassified positions, and temporary



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appointments (i.e. provisional, sub provisional, and extra help). Employees must pass the current version of the examination in order to qualify for these personnel actions. This policy does not apply to competitive recruitments or employees returning to former classification.

Examination Requirements by Classification

Accountant/Auditor-Appraiser: The Entry/Journey Accountant written examination is required.

Accountant II: The Entry/Journey Accountant written examination is required.

Note: Employees promoting/transferring from Accountant/Auditor-Appraiser or Internal Auditor I do not need to take the current version of the Entry/Journey Accountant written examination, since the employee passed the appropriate examination for their current position.

Accountant III: The Advanced Accountant written examination is required. This is the first level accounting classification within CEMA, and in many departments, the highest Accounting level within the department.

Senior Accountant: The Advanced Accountant written examination is required.

Note: Employees promoting/transferring from Accountant III or Internal Auditor III do not need to take the current version of the Advanced Accountant written examination, since the employee passed the appropriate examination for their current position

Procedures

None.

Definitions



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None.

Frequently Asked Questions

None.

Related Policies

- Merit System Rules – https://www.municode.com/library/ca/santa_clara_county/codes/code_of_ordinances?nodeId=TITAGEAD_DIVA25PEDE_CHIIIMESY

Related Forms and Information

None.

History

Date	Changes Made
2/22/2018	Policy Uploaded (Kyle Larson)
3/02/2015	Policy Revision
10/22/2009	Policy Revision
1/23/2006	Policy Adopted