



Natural Resources Agency

CAREER EXECUTIVE ASSIGNMENT
JOB EXAMINATION ANNOUNCEMENT

JC-77340 - Deputy Assistant Secretary for Strategic Growth and Climate Investments

Final Filing Date: 8/31/2017

EQUAL OPPORTUNITY EMPLOYER

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 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.

POSITION DETAILS

Job Code #:	JC-77340
Position #(s):	534-001-7500-010
Working Title:	Deputy Assistant Secretary for Strategic Growth and Climate Investments
Classification:	C. E. A. \$9,625.00 - \$11,465.00 B
# of Positions:	1
Work Location:	Sacramento County
Job Type:	Career Executive Assignment - Non Tenured, Full Time

JOB DESCRIPTION AND DUTIES

The Deputy Assistant Secretary for Strategic Growth and Climate Investments is the principal advisor to the Secretary and Undersecretary on matters concerning six Greenhouse Gas Reduction Fund (GGRF) grant programs, is a member of the key staff of the Strategic Growth Council (SGC), represents the Secretary on several governing bodies and oversees the State's investments in the San Joaquin River Restoration Program and the Central Valley Project Improvement Act. The incumbent performs under the administrative direction of the Assistant Secretary for Finance and Administration.

APPLICATION INSTRUCTIONS

Completed applications and all required documents must be received by the Final Filing Date in order to be considered.

Final Filing Date: 8/30/2017

Who May Apply

Individuals who are eligible to be appointed to this Career Executive Assignment (CEA) by the State of California.

How To Apply

Complete Application Packages (Applications and any applicable or required documents) must be submitted electronically through your CalCareer account at www.jobs.ca.gov.

Required Application Documents

Please submit the following items with your application. Applicants who do not submit the required items timely may not be considered for this job:

- Electronic State Employment Application through your Applicant Account at www.jobs.ca.gov. All Experience and Education relating to the Minimum Qualifications listed on the Classification Specification should be included to demonstrate how you meet the Minimum Qualifications for the position.
- Statement of Qualifications - *Note: Resumes do not take the place of the SOQ*
- Resume is required and must be included.

Applicants requiring reasonable accommodations for the hiring interview process must request the necessary accommodations if scheduled for a hiring interview. The request should be made at the time of contact to schedule the interview. Questions regarding reasonable accommodations may be directed to the EEO contact listed on this job posting.

EXAMINATION QUALIFICATION REQUIREMENTS

This position requires an examination to be appointed. Applicants must meet the Minimum Qualifications for the Position in order to compete in the examination.

All applicants must possess the knowledge and abilities, and any other requirements, described in this announcement.

Note: Eligibility to take a CEA examination does not require current permanent status in the civil service.

General Qualifications

State civil service employees must possess essential general qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

1. Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.
2. Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or

evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level A - Responsible for broad administrative and program activities, including the execution and/or evaluation of program policies.

CEA Level B - Responsible for extensive managerial and program administration or broad program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Level C - Responsible for extensive highly professional influence and contributes to program, policy, and the methods to provide professional services needed to set policies, to meet the mission of the State department and often exercising technical and or professional skills that are required at this level.

DESIRABLE QUALIFICATIONS

In addition to evaluating each candidate's relative ability, as demonstrated by quality and breadth of experience, the following factors will provide the basis for competitively evaluating each candidate:

*Demonstrated experience with the development, establishment, implementation, auditing and evaluation of grant programs.

*Demonstrated experience working with the legislature to pass legislation that would either implement a new program or improve an existing program.

*Excellent ability to communicate effectively, and to represent an organization before various governmental and non-governmental entities, including interaction with a governing board of a public agency.

*Demonstrated experience working with employees from multiple agencies to achieve a specific outcome.

*Demonstrated ability to analyze complex problems and recommend effective courses of action; make independent, sound, ethical decisions regarding highly sensitive matters; and maintain confidentiality.

EXAMINATION INFORMATION

The examination process will consist of an application, resume, and Statement of Qualifications evaluation conducted by a screening committee. All interested applicants must file an "Examination and/or Employment Application (Std. 678), a resume, and a Statement of Qualifications. Applicants who do not complete the Statement of Qualifications (details below) and submit it with their application and resume will be eliminated from the examination process. The screening committee will compare each applicant's qualifications for the position against specific job-related

evaluation criteria developed from the knowledge, skills, and abilities and the Desirable Qualifications contained in this examination bulletin. Based on the competitiveness of the group, the most qualified candidates may be scheduled for an interview as part of the examination process, if it is deemed necessary in order to make a selection.

If you meet the requirements stated in this announcement, you may take this competitive examination. Possession of the Examination Qualifications requirements does not assure a place on the eligible list. Your performance in the examination will be compared with the performance of others who take this examination, and all successful candidates will be ranked according to their scores.

A minimum rating of 70% must be attained in the Examination to obtain list eligibility for this position. All candidates will receive written notification of their examination results.

The results of this examination will be only be used to fill this position. Applications will be retained for twelve months.

Hiring interviews for the Job may be conducted with the most qualified candidates.

The examining 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.

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, answer the Reasonable Accommodations question appropriately on your Application (STD 678). You will be contacted to make specific arrangements. Questions regarding reasonable accommodations may be directed to the EEO contact listed on this announcement.

CONTACT INFORMATION

The Human Resources Contact is available to answer questions regarding the position or application process.

Human Resources Contact:

Alyssa Gomolicke

(916) 445-7835

Alyssa.Gomolicke@fire.ca.gov

Please direct requests for Reasonable Accommodations to the interview scheduler at the time the interview is being scheduled. You may direct any additional questions regarding Reasonable Accommodations or Equal Employment Opportunity for this position(s) to the Department's EEO Office.

EEO Contact:

Reasonable Accommodation Coordinator
(916) 445-8179
Genavina.Mabary@fire.ca.gov

California Relay Service: 1-800-735-2929 (TTY), 1-800-735-2922 (Voice) TTY is a Telecommunications Device for the Deaf, and is reachable only from phones equipped with a TTY Device.

FILING INSTRUCTIONS

Interested applicants are required to submit:

*An "Examination and/or Employment Application" (Std. 678) that clearly addresses your experience and job titles, names and addresses of employers, and periods of employment relevant to the Minimum Qualifications identified in this bulletin. Applications are available on the internet at: www.jobs.ca.gov.

*A resume outlining your most recent experience during the last ten (10) years that would be relevant to this position. Please be specific and provide the date(s) you worked and the duties performed.

*A Statement of Qualifications that responds to the following items of how your background meets the knowledge, skills, and abilities and the Desirable Qualifications cited in this examination bulletin. It is imperative that you refer to the Desirable Qualifications when responding to these items.

1. Describe your experience with the development, establishment, implementation, auditing and evaluation of grant programs.

2. Describe your experience working with the legislature to pass legislation that would either implement a new program or improve an existing program.

3. Provide examples of your ability to communicate effectively, and to represent an organization before various governmental and non-governmental entities, including interaction with a governing board of a public agency.

4. Provide at least two examples of where you have worked with employees from multiple agencies to achieve a specific outcome.

5. Describe your ability to analyze complex problems and recommend effective courses of action; make independent, sound, ethical decisions regarding highly sensitive matters; and maintain confidentiality.

STATEMENT OF QUALIFICATIONS

When preparing your Statement of Qualifications, please follow these guidelines:

*The information you provide must be complete and presented in a clear and concise manner.

*Your Statement of Qualifications must be typewritten with a font size no smaller than 10 pitch.

*Limit your responses to no more than a total of four (4) typewritten pages.

*Answer each numbered item separately and indicate the corresponding item number for each response. You may include multiple responses on a single page.

*Within each response for items one (1) and two (2), you must include your State civil service classification(s) or position title(s) (private sector) held, the number of years performing the duties/tasks described, the organization(s) at which it was performed, and the size of staff managed and/or directly supervised.

*When responding to item three (3), provide examples of the strengths you possess to communicate effectively, either in oral or written form, and how you have applied them in past experiences. In your response, include the purpose, who was the targeted audience, and what the overall consensus/feedback from the audience was. Please include your State civil service classification(s) or position title(s) and the organization(s) for the examples provided.

*When responding to item four (4), provide examples that demonstrate your experience working with employees from multiple agencies to achieve a specific outcome.

*When responding to item five (5) provide examples that demonstrate your ability to analyze complex problems and recommend effective courses of action; make independent, sound, ethical decisions regarding highly sensitive matters; and maintain confidentiality.