



## DEPARTMENT OF FORESTRY AND FIRE PROTECTION CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

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.

<b>DEPARTMENT:</b>	DEPARTMENT OF FORESTRY AND FIRE PROTECTION	<b>RELEASE DATE:</b>	Friday, October 23, 2015
<b>POSITION TITLE:</b>	LABOR RELATIONS OFFICER	<b>FINAL FILING DATE:</b>	Thursday, November 5, 2015
<b>CEA LEVEL:</b>	CEA A	<b>EXTENDED FINAL FILING DATE:</b>	
<b>SALARY RANGE:</b>	\$ 6,453.00 - \$ 9,277.00 / Month	<b>BULLETIN ID:</b>	10222015_4

### POSITION DESCRIPTION

Under administrative direction of the Deputy Director for Management Services, the Labor Relations officer plans, organizes, and directs the activities of the Department's complex Labor Relations (LR) program. The incumbent is the Department's key advisor on issues relative to Labor-Management, LR related lawsuits filed against the Department, compliance with the Fair Labor Standards Act, LR policy analysis and recommendations, and other sensitive or controversial employment issues. Labor Relations is responsible for administering CAL FIRE's thirteen (13) collective bargaining agreements and is the exclusive user for Bargaining Unit 8 – Local 2881 Firefighters.

### MINIMUM QUALIFICATIONS

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

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

### 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 QUALIFICATION(S)**

In addition to evaluating each candidate's relative ability, as demonstrated by the quality of breadth of experience, the following factors will be emphasized in competitively evaluating each candidate:

\*Demonstrated experience in the field of Labor Relations in state government (e.g., recommend of bargaining policy positions and strategies, oversight of investigations and mediation for grievances, unfair labor practices, and arbitrations).

\*In depth knowledge of State civil service laws, rules, and the Ralph C. Dills Act governing employer/employee relations.

\*Ability to develop, implement, and monitor Departmental policy relative to labor.

\*Demonstrated ability to successfully negotiate with management and union representatives.

\*Excellent interpersonal/communication skills and the ability to develop cooperative working relationships with high-level Department, State, and Federal officials.

\*Ability to represent the Department in resolution of critical and sensitive issues with the California Department of Human Resources (CalHR), State Personnel Board (SPB), the State Controller's Office (SCO), the Department of Finance (DOF), all employee groups and unions, and other government agencies and committees affiliated with labor policies and direction.

\*Demonstrated leadership skills to foster positive working relationships with multi-disciplinary staff for successful performance in the workplace.

## **EXAMINATION INFORMATION**

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **LABOR RELATIONS OFFICER**, with the **DEPARTMENT OF FORESTRY AND FIRE PROTECTION**. Applications will be retained for twelve months.

*The Results of this examination will be used only to fill this position and may be used to fill subsequent vacancies for this position for a period of up to twelve months.*

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.

Your signature on your application signifies that the information provided in your application, resume, and Statement of Qualifications is true and factual, and that any false, incomplete, or inaccurate statements may result in disqualification from the examination process.

## **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: <http://jobs.ca.gov/Profile/StateApplication>

\*A resume outlining your most recent experience during the last ten (10) years working in the field of Labor Relations (e.g., recommend bargaining policy positions and strategies, oversight of investigations and mediation for grievances, unfair labor practices, and arbitration. 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 preparing your Statement of Qualifications.

1. Please describe your experience in the field of Labor Relations in state government (e.g., recommend of bargaining policy positions and strategies, oversight of investigations and mediation for grievances, unfair labor practices, and arbitrations).
2. Please provide examples that demonstrate your in-depth knowledge of State civil service laws, rules, and the Ralph C. Dills Act governing employer/employee relations.
3. Please provide examples that demonstrate your ability to develop, implement, and monitor Departmental policy that is relevant to this position of Labor Relations Officer.
4. Please provide examples that demonstrate your ability to successfully negotiate with management and union representatives.
5. Effective communication, both in oral and written forms, is an essential function for this position. Please provide examples that demonstrate your interpersonal/communication skills and your ability to develop cooperative working relationships with high-level Department, State, and Federal officials.
6. Please provide examples that demonstrate your ability to represent the Department in resolution of critical and sensitive issues with the California Department of Human Resources (CalHR), State Personnel Board (SPB), the State Controller's Office (SCO), the Department of Finance (DOF), all employee groups and unions, and other government agencies and committees affiliated with labor policies and direction.
7. Please provide examples that demonstrate your leadership skills to foster positive working relationships with multi-disciplinary staff for successful performance in the workplace.

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) through four (4), you must include your State civil service classification or position title (private sector) held, the number of years performing the duties/tasks described, the department at which it was performed, and the size of staff managed and/or directly supervised.
- \*When responding to item five (5), 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 was the overall consensus/feedback from the audience? Please include your State civil service classification(s) or position title(s) and the organization(s) for the examples provided.
- \* Within each response for items six (6) and seven (7), you must include your State civil service classification or position title (private sector) held, the number of years performing the duties/tasks described, the department at which it was performed, and the size of staff managed and/or directly

supervised.

Applicants must file their application, resume, and Statement of Qualifications with CAL FIRE either in person at 1300 "U" Street, Sacramento, California, or mail to P.O. Box 944246, Sacramento, California 94244-2460, Attention: Danielle Greco, Examination Unit.

ALL APPLICATION MATERIALS MUST BE HAND DELIVERED TO OUR OFFICE NO LATER THAN 5:00 P.M. ON THE FINAL FILING DATE OF NOVEMBER 5, 2015, OR POSTMARKED BY THE FINAL FILING DATE OF NOVEMBER 5, 2015, TO BE CONSIDERED. APPLICATION MATERIALS HAND DELIVERED OR POSTMARKED AFTER THE FINAL FILING DATE WILL NOT BE ACCEPTED. APPLICATION MATERIALS WILL NOT BE ACCEPTED BY INTEROFFICE MAIL, ELECTRONIC MAIL (EMAIL), OR FACSIMILE. APPLICATIONS RECEIVED WITHOUT THE REQUIRED RESUME AND STATEMENT OF QUALIFICATIONS WILL NOT BE ACCEPTED.

### **Interested applicants must submit:**

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than four pages in length and the font should not be smaller than 10 pitch.
- Resumes do not take the place of the Statement of Qualifications.

### **Applications must be submitted by the final filing date to:**

DEPARTMENT OF FORESTRY AND FIRE PROTECTION, Human Resources - Exam Unit  
P.O. Box 944246, Sacramento, CA 94244-2460  
Danielle Greco | (916) 445-7920 | [danielle.greco@fire.ca.gov](mailto:danielle.greco@fire.ca.gov)

### **SPECIAL TESTING**

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.

### **GENERAL INFORMATION**

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements 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 others who take this test, and all candidates who pass will be ranked according to their scores.

The DEPARTMENT OF FORESTRY AND FIRE PROTECTION 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.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

**Class specs:** [CEA and Exempt Appointees](#)

