

Examination

STATE COASTAL CONSERVANCY

Also for Employment with the

CALIFORNIA OCEAN PROTECTION COUNCIL

The State Coastal Conservancy guarantees equal opportunity to all regardless of race, color, creed, national origin, sex, marital status, religion, political affiliation, ancestry, disability, age, medical condition, sexual orientation, political/religious opinion, or discrimination filing.

It is the 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.

Conservancy Project Development Manager

THIS IS AN OPEN EXAMINATION

FINAL FILING DATE: January 21, 2010

HOW TO APPLY: Applications (Form 678) <http://www.spb.ca.gov> must be POSTMARKED no later than the final filing date. Applications postmarked after the final filing date will not be accepted for any reason.

Submit applications to:

State Coastal Conservancy
1330 Broadway Suite 1300
Oakland, CA 94612-2530
Attn: Personnel

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Application for Examination". You will be contacted to make specific arrangements.

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD.

NO WRITTEN TEST REQUIRED

The entire examination will consist of an oral interview.

QUALIFICATIONS APPRAISAL PANEL INTERVIEW: It is anticipated that interviews will be held in February/March 2010

NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to the Qualifications Appraisal Panel Interview.

SALARY RANGE: \$ 5576 - \$6727 per month

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

NOTE: All applicants must meet the entrance requirements for this examination by the final filing date.

Either I

Two years of experience in California State service performing the duties of a Conservancy Project Development Analyst II.

Or II

One year of experience in the California state service performing the duties of a Conservancy Project Development Specialist.

Or III

Experience: Four years of progressively responsible experience in land use planning, land development, architecture, property acquisition and management, environmental research, environmental education, natural resource management, resource restoration or a closely related field, at least one year of which shall have been in a supervisory capacity. **Note: For applicants interested in working with the California Ocean Protection Council, work in marine science or policy will be counted as qualifying experience.** (A master's degree, doctorate degree, or membership in the California State Bar may be substituted for one year of the required experience. The above-mentioned degrees must be in either Public Administration, Business Administration, Environmental Science, Environmental Planning, City or Regional Planning, Natural Resource Management, Architecture, Economics, Geography, Biology, Earth Science, Civil Engineering, or a closely related field. Only one substitution may be applied.) and

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

SPECIAL REQUIREMENT

Demonstrate creative problem solving ability; tact; patience; and to travel throughout the State.

THE POSITION

This is the first supervisory level of the series. Incumbents, under general direction, plan, organize, and direct the work of staff in planning, acquisition, and development of coastal and San Francisco Bay area properties. Incumbents also direct the work of California Ocean Protection Council staff in recommending policies, and funding to protect the ocean. Positions in this class have significant responsibility for administering agency policies and programs and represent the Conservancy before other governmental entities and the public. Incumbents are supervisory, performing duties which are substantially different from those of subordinates, and having authority, in the interest of management, to: hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward, or discipline other employees or responsibility to direct them or adjust their grievances, or effectively to recommend such action. The intent under the supervisory pattern is to exclude lead persons.

POSITIONS EXIST IN OAKLAND.

EXAMINATION INFORMATION

This examination will consist of a qualifications appraisal interview only. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in the interview.

Qualifications Appraisal – Weighted 100%

SCOPE:

In addition to evaluating the competitors' relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor's:

A. Knowledge of:

1. Extensive knowledge of natural resources and land use planning to evaluate, prioritize, and structure acquisition, restoration, and access project;
2. State real estate transaction procedures to ensure compliance with State law and policies and control agency oversight;
3. Environmental assessment to identify containment risks and liabilities during due diligence periods to protect State investments;
4. Specific land acquisition techniques, including: tax-free exchange option agreements, conservation easements, installment sales, leasebacks, or exchanges to structure and execute the most complex land transactions;
5. Methods of contractor selection to ensure compliance with State laws and policies and control agency oversight;
6. Local, State, Federal and private funding sources to leverage State funding for projects;
7. Utilization of State and Federal tax laws to increase project feasibility;

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

CONSERVANCY PROJECT DEVELOPMENT MANAGER
JW50/4815 EXAM CODE: 00084VC

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8. Determination of economic feasibility of restoration projects using the formulas and rule of thumb of private developers;
 9. Determination of when and in what circumstances to acquire purchase options;
 10. Acquisition of conservation and open space easements or other types of less-than-fee interests in real property;
 11. Policies and procedures of the California Coastal Commission, San Francisco Bay Conservation and Development Commission, and other coastal management agencies;
 12. Policies and programs of the State Coastal Conservancy;
 13. The principles and techniques of team leadership to effectively manage teams of a variety of experts, stakeholders, governmental agencies, and other interested parties to successfully design and complete land acquisitions, habitat restorations, public access projects, or other projects; project management, budgeting, scheduling, and planning to ensure timely and cost-effective completion of projects;
 14. Strategic planning to develop goals, objectives, and strategies for Conservancy programs and projects;
 15. State legislative bill processes to analyze impacts of and provide input on legislation relating to Conservancy programs and projects;
 16. State budget processes to provide input to Resources Agency, Department of Finance, and legislative subcommittees;
 17. Prepare budget change proposals relating to Conservancy's programs.
 18. Principles and techniques of office administration, personnel management, and program and project management;
 19. The legislative process;
 20. A manager's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.
- B. Moderate knowledge of:
1. The principles and practices of economics to evaluate the feasibility and economic impact of urban waterfront and other projects affecting coastal resources and waterfront economies;
 2. The building and construction industry to review bid packages, cost estimates, and construction drawings;
 3. Architectural design principles to promote excellence of design and projects which exhibit innovation in sensitively integrating human-made features into the natural coastal environment;
 4. Property management to ensure stewardship of State investments and avoid liability claims;
 5. Computation of economic feasibility of sale and leaseback of agricultural lands;
6. Public relations policies and strategies to effectively communicate, respond to, and maintain good relations with the public, stakeholders, media and others to support Conservancy programs and projects;
 7. State and federal grant programs;
 8. Relationships between local, regional, State, Federal, private agencies, and organizations.
- C. Ability to:
1. Establish and maintain cooperative and effective relations with those contacted in the course of work; work effectively with Federal, State, and local agencies to ensure project compliance with laws, regulations, and plans;
 2. Balance and resolve conflicting needs between various uses of coastal and San Francisco Bay Area resources, including agriculture, habitat, resource extraction, and public recreation;
 3. Mentor staff and lead teams to implement the programs and projects;
 4. Develop innovative solutions for difficult and complex projects utilizing a multitude of tools and techniques;
 5. Provide effective leadership to project team members to ensure timely completion of projects by making effective use of team resources, resolving team conflicts, and maintaining open communications;
 6. Provide effective interagency policy coordination and technical input for projects that involve multiple agencies and other governmental entities;
 7. Communicate effectively on a one-to-one basis and in group settings as well as presentations for the purpose of obtaining information of presenting information that is clear and concise;
 8. Write effectively as in the preparation of letters, reports, staff recommendations, contracts, and grant agreements.
 9. Plan, organize, direct, and motivate staff;
 10. Establish criteria, regulations, and guidelines for governmental decision making;
 11. Design programs;
 12. Effectively manage the implementation of projects;
 13. Represent the Conservancy before other governmental agencies;
 14. Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment

ELIGIBLE LIST: The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

Veterans' Preference will not be granted in this examination.
Career Credit Points will not be granted in this examination.

GENERAL INFORMATION

It is the candidate's responsibility to contact the State Coastal Conservancy Personnel Office three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature, it is the candidate's responsibility to contact the State Coastal Conservancy Personnel Office at (510) 286-4340 three weeks after the final filing date if he/she has not received a progress notice.

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

Applications are available at the State Personnel Board office, local offices of the Employment Development Department and the State Coastal Conservancy.

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 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 State Personnel Board reserves the right to revise the examination plan to better meet the needs of the services 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.

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, oral interviews are scheduled in Oakland. However, locations of interviews 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) sub divisional promotional, 2) departmental promotional, 3) multi departmental promotional, 4) service wide promotional; 5) departmental open, 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 on this bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances, other employees may be allowed to compete under provisions of Rules 234, 235 and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the Information Counter of the State Personnel Board.

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 on the other side of 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 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) 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 college work in place of high school on a year-for-year basis.

Veterans Preference: California law allows granting of veterans preference points in open entrance examinations and open non-promotional exams. Credit in open entrance examinations is granted as follows: ten (10) points for veterans, widows and widowers of veterans, and spouses of 100% disabled veterans; and fifteen (15) points for disabled veterans. Credit in open non-promotional examinations is granted as follows: five (5) points for veterans; and ten (10) points for disabled veterans. Directions for applying for veteran's preference points are on the Veteran Preference Application (Form 1093) which is available from State Personnel Board Offices, written test proctors, the State Lands Commission, and the Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001.