

CEA

C A R E E R E X E C U T I V E A S S I G N M E N T

EXAMINATION ANNOUNCEMENT

August 5, 2015

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental or 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.

DEPARTMENT: STATE COASTAL CONSERVANCY

POSITION TITLE: DEPUTY EXECUTIVE OFFICER

SALARY: CEA A \$6453.00 - \$9277.00 / MONTH

FINAL FILING DATE: August 25, 2015

DUTIES AND RESPONSIBILITIES:

Under the administrative direction of and serving as one of two assistant's to the Executive Officer at the State Coastal Conservancy (SCC), the Chief Deputy Executive Officer is responsible for duties and functions including but not limited to the following:

External Representation of the Conservancy Programs and Programmatic Policy Development for Emerging Issues: Services as principal liaison and coordinator regarding programmatic policies and issues pertaining to other state agencies including the California Natural Resources Agency, Department of General Services, Legislative Analyst, Legislative Audit Committees, DOF-OSAE, and others. Coordinate development of responses to programmatic and financial audits. Provide leadership and develop agency-wide internal policies, including Equal Employment opportunity, as well as leadership on emerging issues that affect coastal resources, including climate change.

SCC Climate Change Efforts: Provide leadership, oversight and participation in efforts to address climate change issues relevant to SCC work. Chair SCC climate change committee; present timely information to legislative members, OPC, CNRA, and others. Chair or participate on steering committees of regional climate consortiums; monitor and facilitate discussions pertaining to climate change policy and legislation, supervise climate Sea Grant fellow..

Federal and State Funding and Legislation: Coordinate Conservancy program staff requests for federal funding authorization and appropriation, and travel to Washington DC to meet with Congressional Representatives, Federal agency and committee staff about funding requests, needs, and issues to be resolved. Coordinate with CA Natural Resources Agency on State legislative

proposals and meet with decision makers to inform them of Conservancy accomplishments and upcoming projects and programs.

Acting Executive Officer: Serve as acting Executive Officer in the absence of the Executive Officer within the SCC and attending external meetings and functions representing the department.

Oversee Administrative Functions: Supervise, counsel and evaluate performance of the SCC Chief Administrative Officer as required for duties associated with central administrative functions. Provide guidance and direction as necessary. Support initiatives to obtain funding for operations. Serves as the Coastal Conservancy's Skelly Officer in disciplinary matters.

Serve as the American with Disabilities Act Coordinator and Equal Employment Opportunity Officer. Develop equal employment policies, recommend administrative changes to prevent discrimination at the executive level, ensuring policies are practiced throughout SCC by delegating implementation and coordination to the Chief Administrative Officer. Must continually stay current on policy results and effectiveness through regular communication with the Chief Administrative Officer. Work with chief counsel and, recommend policy changes necessary to abide by applicable laws and requirements.

Management Team: Assist the Executive officer in planning, organizing, and conducting monthly management team meetings. Provide leadership and coordinate policy initiatives such as strategic plan updates. Ensure follow through on approved action items by management staff.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status, as defined in Government Code Section 18546.

Or II

Must be a current or former employee of the Legislature who resigned or was released from service within the last 12 months and with two or more consecutive years of service, as defined in Government Code Section 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch of government who resigned or was released from service within the last 12 months and with two or more consecutive years of service (excluding those positions for which the salaries are set by statute), as defined in Government Code Section 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code Section 18991.

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 knowledge and abilities:

1. Knowledge of the functions and procedures of a state government including ability to quickly

master 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, and the department's Equal Employment Opportunity Program.

2. Ability to plan, organize, and direct the work of multi-disciplinary professional and administrative staff; analyze administrative policies, organizational 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 Legislative and Executive branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the department'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):

DESIRABLE QUALIFICATIONS

1. Strong leadership and management team experience demonstrating an ability to create and communicate a clear vision, set goals and expectations, encourage leadership and teamwork initiative at all levels, and use sound judgment in managing complex and varied programs.
2. Demonstrated knowledge and effectiveness in implementing initiatives and policies.
3. Demonstrated ability to coach employees and create a work environment that stimulates learning, encourages growth, and recognizes individual achievements to ensure peak performance.
4. Demonstrated knowledge of state and federal laws, rules, policies, and procedures, particularly the Coastal Act of 1976 as amended, the McAteer Petris Act, the CA Ocean Protection Act, and the Coastal Zone management Act.
5. Ability to establish and maintain effective working relationships with Executive Staff, a wide variety of departmental staff, staff of the public/private agencies and employers, and state and federal organizations.
6. Demonstrated knowledge of Coastal Conservancy programs, procedures, statute, plans, and regulatory environment.
7. Good understanding of IT principles and practices; familiarity with spreadsheet and work processing software.
8. Undergraduate or graduate degree in public administration, business administration, or related field a plus. Relay Telephone Service for the Deaf or Hearing Impaired: TDD: 1-800-735-2929; VOICE: 1-800-735-2922.

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 **Deputy Executive Officer**, with the **STATE COASTAL CONSERVANCY**. Applications will be retained for 12 months.

The results of this examination will be used to fill this position and may be used to fill vacancies in this same position, for a period of up to 12 months.

The examination process will consist of an evaluation of applications and SOQs to assess education and experience as it relates to the minimum and desirable qualifications listed below. A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted in

September, 2015 with the most qualified candidates. This position is currently filled. A vacancy is expected prior to the end of 2015. All candidates will receive written notification of their examination results. The result of this examination will be used to fill the position of Deputy Executive Officer, CEA Level A.

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.

FILING INSTRUCTIONS

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 skill 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 two pages in length.
- Resumes do not take the place of the Statement of Qualifications.

Applications must be submitted by the final filing date to:

STATE COASTAL CONSERVANCY
1330 Broadway Suite 1300, Oakland, CA 94612
Attention: Demetra Hernandez

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 STATE COASTAL CONSERVANCY 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.

California Relay (Telephone) Service for the Deaf or Hearing Impaired: From TDD phones: 1(800) 735-2929, from voice phones: 1-800-735-2922

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>