DELTA STEWARDSHIP COUNCIL

A California State Agency

DELTA STEWARDSHIP COUNCIL
CAREER EXECUTIVE ASSIGNMENT
EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. 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:	DELTA STEWARDSHIP COUNCIL	**RELEASE DATE:**	January 22, 2016
POSITION TITLE:	DEPUTY EXECUTIVE OFFICER (CEA, DELTA PLAN)	**FINAL FILING DATE:**	February 5, 2016
CEA LEVEL:	CEA B	**EXTENDED FINAL FILING DATE:**	
SALARY RANGE:	$11,733.00 - $11,733.00 /Month	**BULLETIN ID:**	

POSITION DESCRIPTION

Under general direction of the Chief Deputy Executive Officer, Delta Stewardship Council (Council), the Deputy Executive Officer (CEA, Delta Plan) oversees the Planning Performance and Technology Division; and plans, organizes and directs all activities related to the Delta Plan and its implementation. The Deputy Executive Officer is responsible for overseeing all policy, planning and program performance activities to achieving the co-equal goals of statewide water supply reliability and Delta ecosystem restoration within the context of the Delta Plan. The Deputy Executive Officer supervises multi-disciplinary staff including engineering, environmental science, planning, information technology and technical consultants in implementing and updating the Delta Plan.

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 formulating, developing, and implementing major policy initiatives in the areas of statewide water supply reliability, Delta ecosystem restoration, and protection of the unique values of the Delta.

*Demonstrated experience in advising and assisting management and other State, federal, and local agencies on technical and policy matters related to the Delta Plan.

*Demonstrated experience at the managerial level in supervision to motivate and manage staff, and the skill to foster positive working relationships for successful job performance in the work place.

*Knowledge of the functions, organization, and practices of California government including the Delta Stewardship Council, the Legislature, and Executive Branch and how they play a role in establishing a more reliable water supply to California.

*Knowledge of, and demonstrated experience in all aspects of water management, ecosystem restoration, land use planning, and related work.

*Demonstrated ability to develop cooperative working relationships with staff and other governmental agencies.

*Demonstrated ability to effectively communicate and negotiate challenging and complex issues and to explain policy, develop support for decisions, and persuade high level officials to accept particular actions, concepts, or approaches.

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 results of this examination will be used only to fill the position of **DEPUTY EXECUTIVE OFFICER (CEA, DELTA PLAN),** with the **DELTA STEWARDSHIP COUNCIL**. 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: https://jobs.ca.gov/Public/StateForms.aspx

*A resume outlining your policy and management experience during the last ten (10) years working in the fields of statewide water resources, ecosystem restoration and the Delta as an evolving place. Please be specific and provide the date(s) you worked for each employer 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. Please describe your demonstrated experience in formulating, developing, and implementing major policy initiatives in the areas of statewide water supply reliability, Delta ecosystem restoration, and protection of the unique values of the Delta.

2. Please describe your demonstrated experience in advising and assisting management and other State, federal, and local agencies on technical and policy matters related to the Delta Plan.
3. Please describe your demonstrated experience at the managerial level in supervision to motivate and manage staff, and the skill to foster positive working relationships for successful job performance in the work place.

4. Please describe your knowledge of the functions, organization, and practices of California government including the Delta Stewardship Council, the Legislature, and Executive Branch and how they play a role in establishing a more reliable water supply to California.

5. Please describe your knowledge of, and demonstrated experience in all aspects of water management, ecosystem restoration, land use planning, and related work.

6. Please provide examples of your demonstrated ability to develop cooperative working relationships with staff and other governmental agencies.

7. Please provide examples of your demonstrated ability to effectively communicate and negotiate challenging and complex issues and to explain policy, develop support for decisions, and persuade high level officials to accept particular actions, concepts, or approaches.

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 your response to item one (1), you must include your State civil service classification(s) or position title(s) (private sector) held, the number of years formulating, developing, and implementing major policy initiatives in the areas of statewide water supply reliability, Delta ecosystem restoration, and protection of the unique values of the Delta.

*When responding to item two (2), you must include your State civil service classification(s) or position title(s) (private sector) held, the number of years in advising and assisting management and other State, federal, and local agencies on technical and policy matters related to the Delta Plan.

*When responding to item three (3), you must include your State civil service classification(s) or position title(s) (private sector) held, the number of years at the managerial level in supervision to motivate and manage staff, and the skill to foster positive working relationships for successful job performance in the work place.

*When responding to item four (4), describe your knowledge of the functions, organization, and practices of California government including the Delta Stewardship Council, the Legislature, and Executive Branch and how they play a role in establishing a more reliable water supply to California. Please include your State civil service classification(s) or position title(s) (private sector) and the organization(s) for the examples provided.

*When responding to item five (5), you must include your State civil service classification(s) or position title(s) (private sector) held, the number of years, and describe your knowledge and demonstrated experience including the number of years performing these duties in all aspects of water management, ecosystem restoration, land use planning, and related work.

*Within your response to item six (6), please provide examples of your demonstrated ability to develop cooperative working relationships with staff and other governmental agencies. Please include your State civil service classification(s) or position title(s) (private sector) and the organization(s) for the examples provided.

*Within your response to item seven (7), please provide examples of your demonstrated ability to effectively communicate and negotiate challenging and complex issues and to explain policy, develop support for decisions, and persuade high level officials to accept particular actions, concepts, or approaches. Please include your State civil service classification(s) or position title(s) (private sector) and the organization(s) for the examples provided.

Applicants must file their application, resume, and Statement of Qualifications with the California Department of Forestry and Fire Protection (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 FEBRUARY 5, 2016, OR POSTMARKED BY THE FINAL FILING DATE OF FEBRUARY 5, 2016, 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.

Interested applicants are also encouraged to include a cover letter.

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

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 DELTA STEWARDSHIP COUNCIL 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: (800) 735-2929, from voice phones: (800) 735-2922

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