



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:	Monday, September 26, 2011
POSITION TITLE:	Chief Deputy Executive Officer	FINAL FILING DATE:	Friday, October 14, 2011
CEA LEVEL:	CEA 4	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 9,018.00 - \$ 9,939.00 / Month	BULLETIN ID:	09132011_6

POSITION DESCRIPTION

The Chief Deputy Executive Officer, under the administrative direction of the Executive Officer, Delta Stewardship Council, is responsible for overseeing policy development and implementation of the Delta Plan, Delta Science Program, Communications, and the day-to-day operations and support of the seven-member Council and staff.

The incumbent is responsible for developing policy and technical products in complex and potentially controversial aspects of the program which potentially impact millions statewide.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 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 § 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 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 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATION(S)

- * Extensive knowledge of statewide water policies and issues pertaining to statewide water use, water quality, flood management, and the Delta watershed.
- * Extensive knowledge of ecosystem restoration principles and practices, especially as they relate to the Delta and Suisun Marsh.
- * Extensive knowledge of the Delta as a place of communities, agriculture, and recreation.
- * Working knowledge of the State's legislative and administrative processes, including bill analyses, budgets, human resources, and contracts.
- * Demonstrated experience in a managerial capacity with responsibility for program administration, implementation, and policy development.
- * Experience at the managerial level in supervision which demonstrates the ability to motivate and manage staff, and the skill to foster positive-working relationships for successful job performance in the workplace.
- * Demonstrated ability to communicate and negotiate on controversial and complex issues and to explain policy, develop support for decisions, and persuade high-level officials to accept particular actions, concepts, or approaches.

Special Personal Characteristics:

- * Highly developed organizational, interpersonal and communication skills. Ability to maintain poise and composure during stressful situations.

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 **Chief Deputy Executive Officer**, 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 (see next page) 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: www.spb.ca.gov.

*A resume outlining your policy and management experience 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 knowledge of statewide water policies and issues pertaining to statewide water use, water quality, flood management, and the Delta watershed.
2. Please describe your knowledge of ecosystem restoration principles and practices, especially as they relate to the Delta and Suisun Marsh.
3. Please describe your knowledge of the Delta as a place of communities, agriculture, and recreation.
4. Please describe your working knowledge of the State's legislative and administrative processes, including bill analyses, budgets, human resources, and contracts.
5. Please succinctly describe your experience in a managerial capacity with responsibility for program administration, implementation, and policy development that is relevant to the position of Chief Deputy Executive Officer.
6. Please describe your experience as a supervisor at the managerial level which demonstrates your ability to motivate and manage staff, and your skill to foster positive-working relationships for successful job performance in the workplace.
7. Please describe the strengths you possess to communicate and negotiate on controversial and complex issues and your ability 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.
- * When responding to item one (1), describe your knowledge of statewide water policies and issues pertaining to statewide water use, water quality, flood management, and the Delta watershed.

- * When responding to item two (2), describe your knowledge of ecosystem restoration principles and practices, especially as they relate to the Delta and Suisun Marsh.
- * When responding to item three (3), describe your knowledge of the Delta as a place of communities, agriculture, and recreation.
- * When responding to item four (4), describe your working knowledge of the State's legislative and administrative processes, including bill analyses, budgets, human resources, and contracts.
- * Within each response for items five (5) and six (6), 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 Department(s)/private sector organization(s) at which it was performed.
- * When responding to item seven (7), describe the strengths you possess to communicate and negotiate on controversial and complex issues and your ability to explain policy, develop support for decisions, and persuade high-level officials to accept particular actions, concepts, or approaches.

The Delta Stewardship Council's Human Resources services are provided by the California Department of Forestry and Fire Protection (CAL FIRE).

Applicants for the position of Delta Stewardship Council's Chief Deputy Executive Officer 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: Rosalie Turbeville, Examination Unit. DO NOT mail or drop off your application package to the Delta Stewardship Council.

ALL APPLICATION MATERIALS MUST BE RECEIVED IN OUR OFFICE NO LATER THAN 5:00 P.M. ON THE FINAL FILING DATE OF OCTOBER 14, 2011 TO BE CONSIDERED. APPLICATION PACKAGES WILL NOT BE ACCEPTED VIA INTEROFFICE MAIL. POSTMARKS WITH THE FINAL FILING DATE WILL NOT BE ACCEPTED UNLESS RECEIVED IN OUR OFFICE BY 5:00 P.M. ON THE FINAL FILING DATE. APPLICATIONS RECEIVED AFTER 5:00 P.M. ON THE FINAL FILING DATE WILL NOT BE ACCEPTED. FACSIMILE OR ELECTRONIC (EMAIL) APPLICATION PACKAGES WILL NOT BE ACCEPTED. APPLICATIONS RECEIVED WITHOUT THE REQUIRED RESUME AND STATEMENT OF QUALIFICATIONS WILL NOT BE ACCEPTED.

If you are a military veteran, attach a legible copy of your Certificate of Release or Discharge from Active Duty (DD214) or other official discharge documents.

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.
- A resume outlining your policy and management experience working in the fields of statewide water resources, ecosystem restoration and the Delta as an evolving place.
- When preparing your resume, please be specific and provide the date(s) you worked in each program and the duties performed.

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
Rosalie Turbeville | (916) 445-7909 | rosalie.turbeville@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.

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