

Position Title: Deputy Director, Park Operations

Department: PARKS AND RECREATION, DEPARTMENT OF

Final Filing Date: Friday, January 25, 2013

Bulletin ID: 01082013\_13

The Above-Named Examination Bulletin is Amended as Follows:

As of January 1, 2013

New CEA MQ Language

Minimum Qualifications for pattern I are:

Must be a State civil service employee with permanent civil service status.

Old CEA MQ Language read:

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





## PARKS AND RECREATION, DEPARTMENT OF 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>	PARKS AND RECREATION, DEPARTMENT OF	<b>RELEASE DATE:</b>	Friday, January 11, 2013
<b>POSITION TITLE:</b>	Deputy Director, Park Operations	<b>FINAL FILING DATE:</b>	Friday, January 25, 2013
<b>CEA LEVEL:</b>	CEA 4	<b>EXTENDED FINAL FILING DATE:</b>	
<b>SALARY RANGE:</b>	\$ 9,018.00 - \$ 9,939.00 / Month	<b>BULLETIN ID:</b>	01082013_13

### POSITION DESCRIPTION

(salary may be increased to \$11,445)

The Deputy Director for Park Operations advises the Director, plans, organizes and directs the law enforcement, safety, natural and cultural resource management, interpretation, equipment, business management, and facility maintenance, aquatics, concessions, off highway motor vehicle recreation and related Parks programs in the units of the State Park System; ensures that all program areas within the Park Operations Division meet the needs of the Department as well as coordinate with objectives and concerns of public and private interest groups who assist and support the Department in achieving its goals; ensures the Park Operations program goals and objectives fulfill present and future needs for the preservation of historic, scenic and recreational values of the State Park System.

### MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

#### Either I

Must be a current 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 nonelected 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 by 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 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 the above knowledge and abilities, candidates should also possess the following personal attributes: interpersonal sensitivity; decision-making skills; leadership skills; composure and self-control; tact and diplomacy.

1. Demonstrated knowledge of the Department's mission, organization, goals, functions and policies as well as how they interact with those of partners and other governmental programs.
2. Demonstrated capacity to establish positive, professional working relationships with the California Natural Resources Agency staff, Executive staff, program managers, supervisors, and subordinates.
3. Ability to assume innovative leadership in formulating, promoting and directing a statewide program; develop long-range plans to achieve objectives which are both aggressive and realistic; utilize inter-disciplinary teams effectively in the conduct of studies; sponsor and facilitate collaborative planning processes; reason logically and creatively and utilize a variety of analytical techniques to resolve complex management issues; coach/mentor managerial and supervisory staff to achieve Park's goals; communicate with and understand the needs of internal and external clients.
4. Strong leadership and communication skills.

### **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 Director, Park Operations**, with the **PARKS AND RECREATION, DEPARTMENT OF**. 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.*

When evaluating each candidate's relative ability, as demonstrated by quality and breadth of experience, the factors included in the knowledge and abilities as well as the desirable qualifications will provide the basis for competitively evaluating each candidate. The examination process will consist of an evaluation of your Standard State Application and Statement of Qualifications by an executive screening committee. The Statement of Qualifications may be the only basis for your final score and rank on the eligible list. Interviews may be conducted as part of the examination process. (Hiring Interviews may be conducted with only the most qualified candidates if it is determined necessary in order to make a selection.)

### **FILING INSTRUCTIONS**

Applications postmarked, personally delivered, or received via interagency mail after the final file date will not be accepted for any reason. Applications must have an original signature. Faxed or emailed applications will not be accepted for any reason.

Interested applicants must submit:

- A Standard State Application (STD. 678) that clearly addresses your experience as it relates to the

minimum and desirable qualifications. The application must include "from" and "to" dates, civil service class title (if applicable), name and address of employer, supervisor name and phone number.

- A Statement of Qualifications that describes your experience, education, training, knowledge, skills, and abilities as they relate to the desirable qualifications identified in this announcement. Your responses to the desirable qualifications MUST be numbered and addressed in the same order as is listed above. The Statement of Qualifications will also serve as documentation of each candidate's ability to present information clearly and concisely in writing since this is a critical factor to successful job performance.
- The Statement of Qualifications should be typed and not exceed three pages in length, with standard margins and 12 point font size.
- Resumes do not take the place of the Statement of Qualifications.
- Cover letters do not take the place of the Statement of Qualifications.
- Applicants who fail to submit a Standard State Application (STD. 678), and the Statement of Qualifications, will be eliminated from this examination process.
- A copy of the DD214 or other official discharged documents, if qualifying under Pattern IV.

**Interested applicants must submit:**

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

PARKS AND RECREATION, DEPARTMENT OF, Personnel Services/Selection Services  
P.O. Box 942896, Sacramento, CA 94296  
Karen Oswald | (916) 651-0438 | Karen.Oswald@parks.ca.gov

**ADDITIONAL INFORMATION**

Questions regarding this position should be directed to Karen Oswald.

**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 PARKS AND RECREATION, DEPARTMENT OF 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](#)