# CORRECTIONS AND REHABILITATION, DEPARTMENT OF
# 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.

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| **DEPARTMENT:** | CORRECTIONS AND REHABILITATION, DEPARTMENT OF | **RELEASE DATE:** | Monday, June 4, 2012 |
| **POSITION TITLE:** | Associate Director, Human Resources | **FINAL FILING DATE:** | Monday, July 2, 2012 |
| **CEA LEVEL:** | CEA 3 | **EXTENDED FINAL FILING DATE:** | |
| **SALARY RANGE:** | $ 8,594.00 - $ 9,936.00 / Month | **BULLETIN ID:** | 05182012_1 |

## POSITION DESCRIPTION

NOTE: The monthly salary may include a pay differential. The amount of the differential is not subject to PERS retirement provisions during the first 12-consecutive pay periods of employment. The pay differential does become subject to PERS retirement provisions beginning the 13th month of consecutive employment.

DUTIES/RESPONSIBILITIES:

Collects, analyzes, and prepares human resources management information/data necessary for planning and decision making purposes as it relates to measures necessary to mitigate staffing reductions statewide. Ensures legal compliance, policy development, implementation, and sound management of human resources. Provides direct oversight to the Office of Workforce Planning and Selection, the Office of Personnel Services, and the Office of Resource Planning. Develops and administers a wide variety of human resources programs and initiatives related to department-wide staff reductions, transactions and examinations. Administers all aspects of realignment, the voluntary transfer process, placements, layoffs, and the re-employment processes.

Contributes to the Department and HR's organizational missions, setting organizational goals, and devising strategies to achieve those goals. Ensures Workforce Excellence of the Department's strategic plan and meets on a regular basis with strategy leaders and executive management to set policies and ensure successful implementation. Provides leadership and guidance for HR's component of the Department's Strategic Plan and HR's performance management system. Oversees all project management assignments for HR. Participates in Computerized Statistics (COMPSTAT) meetings; contributes to CDCR's strategic plan, evaluation, and performance measures; collects, analyzes, and presents data on behalf of HR.

Develops and oversees an integrated Staff Development Program for Human Resources to develop the knowledge, skills, and abilities of HR staff to levels which will ensure successful job

performance. Ensures a customer service driven organization to respond to the needs of the Department in the area of human resources.

**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 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 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)**

1. 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.

2. Experience demonstrating broad administrative and/or program manager experience with substantial participation in the development, formulation, and implementation of program policies.

3. Demonstrated techniques of organizing and motivating large groups; program development and evaluation, and methods of administrative problem solving.

4. Broad and extensive experience in the management and operational planning of large and diverse programs and knowledge of human resources business practices, principals, and methods; principles and techniques of strategic planning and project management.

5. Knowledge of the rules, functions, and practices of the Department; including personnel policies and practices; California Civil Service Laws and Rules, the State of California and the Department's Labor Relations program, and the budget process.

6. Experience which demonstrates the ability to represent the Department and communicate effectively, both orally and in writing, with the Legislature, Governor's Office, the executive leadership, institutional and program staff, and other state agencies.

7. Knowledge of personnel operations, which includes position allocation and employee classification activities; responding to adverse actions; providing consultative services to Departmental staff on the Department's personnel management program; interacting and negotiating on behalf of the Department with control agencies such as the Department of Personnel Administration, State Personnel Board, State Controller's Office, and Public Employees' Retirement System; developing standardized personnel policies and procedures; developing management strategy on personnel management related collective bargaining issues; and placement of surplus

staff up to and including layoff.

Supervisory/administrative experience in a managerial capacity at least equivalent to a Staff Services Manager III, Correctional Administrator, Department of Corrections, Deputy Regional Administrator, Youth Authority Administrator, or Juvenile Parole Administrator, including the implementation and/or evaluation of program policies. Experience which shall have demonstrated the ability to communicate with legislators, local governmental jurisdictions, and community and civic leaders. Experience in the development and implementation of policies and procedures.

## 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 **Associate Director, Human Resources**, with the **CORRECTIONS AND REHABILITATION, DEPARTMENT OF** . Applications will be retained for twelve months.

*The results of this examination will be used only to fill this position.*

This examination will consist of a review by an executive screening committee of the candidates' Statement of Qualifications that describes their experience, knowledge, and abilities as they relate to the desirable qualifications identified in the bulletin, using predetermined evaluation criteria. In order to be successful in this examination, a minimum rating of 70 percent must be attained. Each candidate will be notified in writing of the examination results.

Interested applicants who meet the minimum qualifications must submit:

• A Standard State Application (Form 678) and resume that clearly addresses your experience with job titles, names and addresses of employers, periods of employment, and education relevant to the Minimum Qualifications listed above.

## FILING INSTRUCTIONS

1. A Statement of Qualifications that describes your experience, knowledge, and abilities as they relate to the desirable qualifications identified in this bulletin. The desirable qualifications MUST be addressed and numbered in the same order as is listed. You must provide specific examples. 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 CANNOT EXCEED FOUR PAGES IN LENGTH OR BE LESS THAN SIZE 12 FONT. FAILURE TO FOLLOW THIS FORMAT WILL RESULT IN ELIMINATION FROM THE EXAMINATION. APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION. RESUMES DO NOT TAKE THE PLACE OF THE STATEMENT OF QUALIFICATIONS.

2. Effective January 1, 2009, Government Code Section 18991 was enacted which permits persons retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty to apply for Career Executive Assignment (CEA) examinations, for which he/she meets the minimum qualifications. Person's applying who qualify as a Veteran under Government Code Section 18991 must submit a copy of his/her DD214 with their Standard State Application (Form 678).

**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.
- Resumes do not take the place of the Statement of Qualifications.

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

CORRECTIONS AND REHABILITATION, DEPARTMENT OF , Office of Executive Appointments
P.O. Box 942883, Sacramento, CA 94283-0001
Monique Johnson | (916) 327-8033 | monique.johnson@cdcr.ca.gov

**ADDITIONAL INFORMATION**
If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, on or before the final filing date to the Office of Executive Appointments, 1515 S Street, Room 100-S, Sacramento, CA 95811.

**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 CORRECTIONS AND REHABILITATION, 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