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| Position Title: | Assistant General Manager, Administration Division |
| Department: | CALIFORNIA PRISON INDUSTRY AUTHORITY |
| Final Filing Date: | Friday, September 14, 2012 |
| Bulletin ID: | 06062012_2 |

The Above-Named Examination Bulletin is Amended as Follows:

The Final Filing Date has been extended to September 14, 2012.

Names of successful candidates will be merged onto the CEA 2, Assistant General Manager, Administration Division list.

# CALIFORNIA PRISON INDUSTRY AUTHORITY
# 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:** | CALIFORNIA PRISON INDUSTRY AUTHORITY | **RELEASE DATE:** | Friday, June 8, 2012 |
| **POSITION TITLE:** | Assistant General Manager, Administration Division | **FINAL FILING DATE:** | Friday, June 22, 2012 |
| **CEA LEVEL:** | CEA 2 | **EXTENDED FINAL FILING DATE:** | Friday, September 14, 2012 |
| **SALARY RANGE:** | $ 7,815.00 - $ 8,616.00 / Month | **BULLETIN ID:** | 06062012_2 |

## POSITION DESCRIPTION
Under the direction of the General Manager, the Assistant General Manager (AGM), Administration Division is responsible for directing, through subordinate managers, all administrative and financial functions. Incumbent will function as a key policy advisor to the General Manager on all financial and administrative matters and their related program impact.

## 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)

Your Statement of Qualifications must specifically address each Desirable Qualification listed below. Please number each response in the same order as listed and provide specific examples.

1. Demonstrated managerial experience in developing administrative and financial functions such as inventory accounting, budgeting, delegated procurement and contract services, management information systems, and human resources.

2. Demonstrated managerial experience in reviewing internal processes, identifying deficiencies, and recommending/implementing improvements.

3. Demonstrated managerial experience in developing and maintaining a strategic business plan.

4. Demonstrated experience establishing and maintaining cooperative working relationships with all levels in various government and public organizations.

## 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 **Assistant General Manager, Administration Division**, with the **CALIFORNIA PRISON INDUSTRY AUTHORITY**. 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 will consist of a review of each candidate's application and Statement of Qualifications by a screening committee. The desirable qualifications listed on the bulletin will be used as the evaluation criteria to screen applications. Therefore, it is important that each applicant provides specific information on how his/her experience, knowledge, and abilities are applicable to the evaluation criteria. Candidates with the most desirable qualifications will have their applications submitted to a screening committee for further consideration and may or may not be scheduled for an interview. Interviews may be conducted with the most qualified applicants if the General Manager finds them necessary to make a selection.

## FILING INSTRUCTIONS

Applicants that fail to submit a Statement of Qualifications will be disqualified. Applicants must address/give specific examples for each desirable qualification on their Statement of Qualifications. Applicants failing to address each desirable qualification will be eliminated from the exam process.

Faxed or electronically sent applications 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 two pages in length. No smaller than size 10 font.
- Resumes do not take the place of the Statement of Qualifications.

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

CALIFORNIA PRISON INDUSTRY AUTHORITY, Human Resources- Examination Unit
560 East Natoma Street, Folsom, CA 95630
Cindy Brooks | (916) 358-4301 | cbrooks@pia.ca.gov

**ADDITIONAL INFORMATION**
If you are personally delivering your application package, 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. Application packages postmarked, personally delivered, or received via interoffice mail after the final filing date will not be accepted for any reason. If you have any questions in regards to this CEA Exam Bulletin, please call (916) 358-2696.

Any candidate applying as a Veteran under Government Code 18991 must submit a copy of their DD214 with their application package.

**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 CALIFORNIA PRISON INDUSTRY AUTHORITY 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