WATER RESOURCES, 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.

DEPARTMENT:	WATER RESOURCES, DEPARTMENT OF	**RELEASE DATE:**	Monday, July 1, 2013
POSITION TITLE:	Policy Advisor	**FINAL FILING DATE:**	Monday, July 15, 2013
CEA LEVEL:	CEA 1	**EXTENDED FINAL FILING DATE:**	
SALARY RANGE:	$ 6,173.00 - $ 7,838.00 / Month	**BULLETIN ID:**	06262013_1

POSITION DESCRIPTION

Under the direction of the Director of the Department of Water Resources (DWR), this position provides policy support for the Chief Deputy Director and Director and is responsible for various aspects of policy development and implementation, specifically related to tribal issues. Provides recommendations to Executive when government-to-government consultation is requested by tribal representatives. Researches and drafts Department policy, memoranda and other documents for special projects related to environmental justice (EJ), water, flood, climate change, and energy issues as they relate to tribal governments. Drafts talking points and speeches for the Director, Chief Deputy Director, and Secretary for the Natural Resources Agency on key policy issues, and coordinates activities with the Governor's Tribal Advisor. Develops policies and priorities for EJ, tribal government-to-government relationship issues, flood management, energy contracts, regional water planning, ecosystem restoration responsibilities, and developing strategies for incorporating climate change mitigation and adaptation into Department planning and programs and water management in general. Lead other Special Assistants or division EJ coordinators in development of reports and information to the Director and Chief Deputy Director. Negotiates and monitors selected legislation related to EJ, tribal governments, water, flood, and energy that have an impact on the Department.

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 evaluating each candidate's relative ability, as demonstrated by quality and breadth of experience, the following factors will be emphasized in competitively evaluating each candidate:

A. Evidence of current experience working directly with tribal leaders and/or their representatives on policies and processes to identify common understanding and resolve conflicts.

B. Experience in negotiating and resolving complex, politically sensitive and controversial issues with tribal governments, local water agencies, State, federal, and non-governmental agencies.

C. Knowledge of federal and State laws, tribal government policies, and regulations and directives related to water resources planning, development, and management in California.

D. Knowledge of environmental justice, tribal government, water, flood, climate change, and energy issues.

E. Evidence of the ability to successfully plan, organize, research, develop, and implement policy on sensitive and complex programs.

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 **Policy Advisor**, with the **WATER RESOURCES, 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.

The examination process will consist of an application and Statement of Qualifications evaluation. The Statement of Qualifications will be used to evaluate your education and work experience as it relates to the Desirable Qualifications and serves 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. Specific examples must be provided. The Statement of Qualifications may be the only basis for your final score and rank on the eligible list; however, interviews may be conducted as part of the examination process. The results of this examination will be used to fill the Policy Advisor position and may be used to fill subsequent vacancies for this position for a period of up to twelve months. The minimum and desirable qualifications listed on this bulletin will be used as the standard to screen applications. Each candidate will be ranked competitively and notified of their results.

Applicants should take special care in accurately and completely filling out their application by

listing all experience relevant to the announcement and desirable qualifications. Resumes may be attached to the STD 678. Resumes do not take the place of the Statement of Qualifications. The Statement of Qualifications should be typed using no smaller than 12-point font, and should be no longer than two pages in length.

FILING INSTRUCTIONS

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

Applications must be submitted by the final filing date to:

WATER RESOURCES, DEPARTMENT OF, Human Resources Office, Selection Services
P.O. Box 942836, 1416 Ninth Street, Room 320, Sacramento, CA 94236-0001
Elaine Hall | 916.653.7807 | elaine.hall@water.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 WATER RESOURCES, 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