FINANCE, 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.

DEPARTMENT:	FINANCE, DEPARTMENT OF	**RELEASE DATE:**	Thursday, July 19, 2012
POSITION TITLE:	Assistant Chief, Local Government Reviews	**FINAL FILING DATE:**	Thursday, August 2, 2012
CEA LEVEL:	CEA 2	**EXTENDED FINAL FILING DATE:**	
SALARY RANGE:	$ 7,815.00 - $ 8,616.00 / Month	**BULLETIN ID:**	07192012_4

POSITION DESCRIPTION

PENDING CONTROL AGENCY APPROVAL. This position functions as the Assistant Chief of the Local Government Unit. The incumbent manages the day-to-day operations of the Local Government Reviews section, including the review and compliance activities associated with redevelopment agencies. These activities include detailed analysis of recognizable enforceable obligations, liquid and fixed assets, low and moderate income housing funds, as well as reviews of agreed upon procedure audits performed by licensed accountants. The findings from these activities are transmitted to other affected agencies at the state and local level for action. Some of these proposals are input to the budget process, provided directly to the Director of Finance for final disposition, or may manifest in new legislation.

The Assistant Chief has contact with the Legislature, top agency and department officers, other governmental agencies, and interested parties; testifies before legislative committees; and, represents and negotiates for the Department of Finance and the Administration on matters within the assignment area.

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)
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:

• Broad management capabilities, including broad technical and management level experience in the principles and standards of financial and compliance audits, and an understanding of the techniques and processes used in reviewing program activities and performance.

• Strong leadership and management team experience demonstrating an ability to set goals and expectations, encourage leadership and initiative at all levels, and use sound judgment in managing a multi-disciplined team reviewing complex and varied programs during the performance of financial audits, performance audits and evaluations.

• Ability to communicate effectively with others as demonstrated by strong written and verbal communication skills, strong negotiating skills, and particularly the ability to represent the DOF effectively both internally, before the legislature, and with the public.

• Knowledge of principles of organization, fiscal and human resource management, and the Department's Equal Employment Opportunity Program objectives.

• Demonstrated ability to coach and mentor employees to create a work environment that stimulates learning, encourages growth, and recognizes individual achievements to ensure peak performance.

• Demonstrated ability to work effectively under intense pressure, and the capacity to make high-level decisions in a fast-paced and changing environment.

Desirable Characteristics: Department of Finance has a strong history of laudably fulfilling its responsibilities. That history of performance has garnered the Department respect from successive Administrations and Legislatures and earned it a reputation as a venerable institution. That foundation of this reputation is a set of core values that guide the actions of the employees who, collectively, are the Department of Finance. Those core values are:

• Integrity - Consistently adhere to the duty to execute the mission and responsibilities of the Department of Finance while advancing the goals of the Administration.

• Expertise - Be a reliable source of accurate information and sound fiscal and policy advice.

• Teamwork - Work together collaboratively and in recognition of the contribution each makes to the common purpose of serving the Department, the Administration, and the state.

• Respect - Recognize the validity of other points of view and treat others with civility.

• Problem Solving - Strive to find practical and effective solutions to achieving desired goals.

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 Chief, Local Government Reviews**, with the **FINANCE, 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.

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 results of this examination may be used to fill the position of Assistant Chief, Local Government Reviews with the Department of Finance, and may be used to fill subsequent vacancies for this position within 12 months. The list will be superseded upon the administration of a new CEA examination at the same level; however, the examination may be reopened to supplement the number of qualified competitors.

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 incorrect statements may result in disqualification from the examination process.

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 not exceed three pages in length with a font size no smaller than 11 point.
- Resumes do not take the place of the Statement of Qualifications.
- Applications must be received on or before 5:00 p.m. on August 2, 2012, the final filing date. Applications filed in person, delivered, received via interoffice mail, facsimile, or postmarked after the final file date will NOT be accepted for any reason.

Applications must be submitted by the final filing date to:

FINANCE, DEPARTMENT OF, Human Resources Office
915 L Street, Suite 1235, Sacramento, CA 95814
Marion Springer | 916-323-4071 | marion.springer@dof.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 FINANCE, 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