



RECRUITMENT BULLETIN

EXECUTIVE OFFICER

THE BOARD OF PROFESSIONAL ENGINEERS, LAND SURVEYORS AND GEOLOGISTS

SALARY RANGE: \$7984 - \$8634
(Flexible – Depending upon Experience)

DUTIES AND RESPONSIBILITIES

The Executive Officer (EO) reports to the 15 members of the Board for Professional Engineers, Land Surveyors, and Geologists (Board). The mission of the Board is to safeguard the life, health, property, and welfare of the public by regulating the practices of professional engineering, land surveying, geology, and geophysics. The Board's activities include the licensing and regulation of approximately 90,000 professional engineers, land surveyors, geologists, and geophysicists in California. Board programs include enforcement, examinations, licensing, legislation, and general administrative activities. The Board has approximately 40 staff and a \$9 million annual budget.

The EO is responsible for management and administration of the Board's programs. Specific duties and responsibilities include, but are not limited to:

- Implements the policies of the Board
- Organizes and manages a 40-member multidisciplinary staff for the purposes of carrying out the day-to-day operations in the areas of examinations, licensure, and enforcement
- Directs the activities of the Board's Enforcement Unit
- Coordinates fiscal, management, and staff services functions
- Directs the legislative and regulatory efforts of the Board
- Represents the Board before the legislature, professional societies, national organizations, and other state agencies.

DESIRABLE QUALIFICATIONS

Seven (7) or more years of managerial experience.

Demonstrated ability to perform high level administrative and policy-influencing functions effectively. Such overall ability requires possession of the following:

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; personnel management techniques; the Department of Consumer Affairs' Equal Employment Opportunity (EEO) Program objectives; and a managers role in EEO.

Ability to plan, organize, and direct the work of multi-disciplinary professional and administrative staff; analyze administrative policies and organizational 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 variety of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the Department's EEO objectives..

Ability to analyze complex program issues of problems and development of policies, procedures or specific solutions.

Excellent oral and written communication skills demonstrating the ability to be a leader and motivator; ability to use tact and persuasiveness in achieving results; demonstrated ability to deal with a variety of public and private persons and groups in matters of significant program sensitivity.

Practical understanding of license laws, policies, and regulations related to the Board of Professional Engineers, Land Surveyors, and Geologists, Department of Consumer Affairs.

Knowledge of:

- Enforcement and licensing methods and practices used in a regulatory agency
- Activities of a regulatory agency
- Administrative Procedures Act
- The State's budget and accounting processes, personnel management, and business services
- Familiarity with information technology processes
- Legislative process

The Desirable Qualifications should be obtained from broad administrative or program manager 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 governmental settings, or in a private organization.)

FILING INFORMATION

All interested applicants must submit:

- An original standard State Application (Std. 678) **and**
- A Statement of Qualifications. The *Statement of Qualifications* is a discussion of the candidate's education and experience that would qualify him/her for this position, with emphasis on the Desirable Qualifications as listed above. The *Statement of Qualifications* should be no more than two (2) pages in length.

REVIEW OF EXPERIENCE

The Statement of Qualifications will be used to evaluate your education and experience as it relates to the Desirable Qualifications listed above and may also serve as documentation of your ability to present information clearly and concisely in writing since this is a critical factor to successful job performance.

All applications will be screened and only the most qualified candidates will be scheduled for a hiring interview to make a selection. Travel expenses for these interviews are the responsibility of each candidate.

Submit the application and Statement of Qualifications to:

Department of Consumer Affairs
Selection Services and Recruitment
Attn: M. Cooper
1625 North Market Blvd., Suite N321
Sacramento, CA 95834

Questions regarding the recruitment should be directed to: Margo Cooper @ (916) 574-8305 or email: margo_cooper@dca.ca.gov

Applications and Statement of Qualifications must be postmarked by Friday, April 1, 2011. Interagency mail received after April 1, 2011, will not be accepted. Faxed and emailed applications **will not** be accepted.

THE BOARD FOR PROFESSIONAL ENGINEERS, LAND SURVEYORS, AND GEOLOGIST PROVIDE EQUAL EMPLOYMENT OPPORTUNITIES TO ALL REGARDLESS OF RACE, COLOR, RELIGIOUS CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, PHYSICAL OR MENTAL DISABILITY, MEDICAL CONDITION, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

IT IS THE OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE 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 SERVICES AND SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

TDD users contact the California Relay Services TDD line at 1-800-735-2929, voice line at 1-800-735-2922, or (916) 322-1700.

Board website: www.pels.ca.gov