

CAREER EXECUTIVE ASSIGNMENT

EXAMINATION ANNOUNCEMENT

DEPARTMENT: DEPARTMENT OF REHABILITATION
POSITION TITLE: CHIEF, FINANCIAL MANAGEMENT BRANCH, CEA LEVEL 1
SALARY RANGE: \$6173-\$7833
FINAL FILE DATE: MAY 24, 2010

POSITION DESCRIPTION

Under the general direction of the Deputy Director, Administrative Services Division, the Chief of the Financial Management Branch (FMB) is responsible for the oversight of five functional areas through subordinate managers: Accounting; Budgets, Fiscal Forecasting and Research; Contracts and Procurement; and Business Services. The Chief, FMB is responsible for planning, organizing, and coordinating the operations of the branch, while ensuring that all branch activities are in compliance with State and Federal regulations, laws and rules, Department policies, and control agency directives. Responsibilities include developing and implementing fiscal policy for the Vocational Rehabilitation Program's consumer case services.

MINIMUM QUALIFICATIONS:

EITHER I

Must be a civil service employee with permanent civil service status.

OR II

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990.

OR III

Must be a non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code Section 18992.

KNOWLEDGES AND ABILITIES:

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

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- 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; methods to effectively promote equal opportunity in employment.
- 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 Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; the ability to maintain a work environment that is free of discrimination and harassment.

These knowledges 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.

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DESIRABLE QUALIFICATIONS:

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:

1. Demonstrated knowledge of the following program areas: Accounting, Budgets, Research, Fiscal Forecasting, Contracts and Procurement, and Business Services.
2. Familiarity with DOR's funding sources for the following major program areas: Independent Living Services and Vocational Rehabilitation Services, including the Business Enterprise Program, Supported Employment Program and Cooperative Programs.
3. Demonstrated knowledge of the Department's mission, organization, goals, functions and policies as well as how they interact with those of service and governmental programs.
4. Knowledge of the federal and state regulations that apply to and impact the work of the Department and the department's mission, goals, programs, and policies.

SPECIAL PERSONAL CHARACTERISTICS:

1. Appreciation of the ability of individuals with disabilities to become contributing members of our society.
2. Appreciation of the need to work cooperatively with local government, vendors, and consumer organizations to address the needs of individuals with disabilities, and
3. A personal commitment to the mission and goals of the Department of Rehabilitation.

EXAMINATION INFORMATION

This examination process will consist of an application, resume, and Statement of Qualifications evaluation conducted by a screening committee, using pre-established, job-related evaluation criteria developed from the minimum qualifications, knowledges and abilities, and desirable qualifications. Interviews may be conducted with only the most qualified candidates if it is determined necessary in order to make a selection.

(NOTE: *For this reason, it is extremely important that candidates take special care in accurately filling out their application and "Statement of Qualifications."*)

A minimum rating of 70% must be attained to obtain list eligibility. Each candidate will be ranked competitively and notified in writing of their examination results.

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.

FILING INSTRUCTIONS:

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All interested applicants must submit:

- ◆ A standard state application (Std. 678) with civil service titles and dates of experience. Applications may be obtained from the State Personnel Board's web site at <http://www.spb.ca.gov>.
- ◆ A "Statement of Qualifications." The Statement is a narrative discussion of how the candidate's education, training, experience, knowledge, skills and abilities meet the minimum and desirable qualifications, and qualifies them for the position. The Statement of Qualifications serves as documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two (2) pages in length. **Applications received without the "Statement of Qualifications" will be rejected.**
- ◆ **NOTE:** Resumes are optional and do not take the place of the Statement of Qualifications.

Submit application, resume, and Statement of Qualifications to:

Department of Rehabilitation
Selection Services Unit – Trinie Flagg
721 Capitol Mall
Sacramento, CA 95814

Applications and Statements of Qualifications must be received or postmarked NO LATER THAN the final filing date. Applications and Statement of Qualifications postmarked, personally delivered, or received via interoffice mail after the final filing date will not be accepted for any reasons. **FAXED** or **e-mailed** Applications and Statements of Qualifications **will not be accepted.**

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 Department of Rehabilitation 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.

Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and the abilities to work cooperatively with others and perform the assigned duties of the class.

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Questions concerning the exam process should be directed to Trinie Flaggs, Personnel Services Section, at (916) 558-5576 or e-mail tflaggs@dor.ca.gov

CALIFORNIA RELAY (TELEPHONE) SERVICE FOR THE DEAF OR HEARING IMPAIRED:
Dial: 7-1-1

CALIFORNIA STATE GOVERNMENT - AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER
Equal Opportunity To All Regardless Of Race, Color, Creed, National Origin, Ancestry, Sex, Marital Status, Disability, Religious Or Political Affiliation, Age Or Sexual Orientation.

It is the objective of the State of California to achieve a drug-free State workplace. 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 laws of the State, the rules governing civil service, and the special trust in public servants.

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