



## EMPLOYMENT OPPORTUNITY

**TITLE:** *CHIEF ADMINISTRATIVE OFFICER (EXEMPT)*

**FINAL FILING DATE:** **Until Filled**

**JOB DESCRIPTION:** The California High-Speed Rail Authority (Authority) has an opening for an exempt, full-time Chief Administrative Officer (CAO). Under the general direction of the Chief Executive Officer, the CAO is responsible for the administrative operations that support the Authority's broader mission. The CAO develops, manages, and provides direction and oversight for the performance and business responsibilities for key services that include human resources, information technology and facilities/business services. The incumbent ensures the development of strategic goals and objectives for the Administration Division's business plan and formulates and implements policy, quality management, evaluation, and fiscal accountability. Responsibilities include unifying the Authority into a one-enterprise business model that ensures the coordination of services, products and functions, oversight review, coordination and approval of Authority-wide policy. Develops and implements policy for the Office of Human Resources (including Labor Relations and Training), the Office of Business Services/Facilities and the Office of Information Technology. The incumbent serves as the Authority's Equal Employment Opportunity (EEO) Officer and Title VI Coordinator.

All duties are performed in accordance with the laws, regulations and policies of the California Department of Human Resources (CalHR), the California State Personnel Board (SPB), the California State Controller's Office (SCO), the California Department of Finance (DOF), the California Public Employee's Retirement System (PERS), the California Department of Transportation (Caltrans), the California Technology Agency (CTA), the California Department of General Services (DGS), the California Department of Fair Employment and Housing, the Federal Railroad Administration, the U.S. Department of Justice and the U.S. Equal Employment Opportunity Commission.

### **KNOWLEDGE AND ABILITIES:**

Knowledge of: Strong information technology leadership experience/background; 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 EEO Program objectives; and a manager's role in the EEO Program.

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; prepare and review reports; and effectively contribute to the department's or agency's EEO objectives.

**WHO MAY APPLY:**

This is an exempt position appointed by Governor Edmund G. Brown Jr.. All interested candidates must submit by mail a cover letter, completed standard State of California application (STD. 678), resume, the name and telephone number of at least three references and a Statement of Qualifications (SOQ) in order to be considered for this position. The SOQ is a narrative discussion of your education, training, experience, and skills as it relates to the duties that are described in the duty statement. The SOQ reflects each candidate's qualifications as well as his/her ability to present information clearly and concisely in writing. The SOQ should be typed and no more than two pages in length. Resumes do not take the place of the SOQ.

All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants must include PARF# 46-5-077 and Chief Administrative Officer 311-001-9966-001 in the "Job Title" section of the STD. 678. In addition, applicants must attach an SOQ or any additional attachments as noted in this job bulletin.

Applications received without the above information, or incomplete, may not be considered for review.

**SEND  
APPLICATIONS  
TO:**

California High-Speed Rail Authority  
Attention: Human Resources  
770 L Street, Suite 620 MS-4  
Sacramento, CA 95814

For a copy of the complete duty statement contact: [humanresources@hsr.ca.gov](mailto:humanresources@hsr.ca.gov) or view our career opportunities page at: [http://www.hsr.ca.gov/About/Careers/current\\_job\\_openings.html](http://www.hsr.ca.gov/About/Careers/current_job_openings.html)