

OFFICE OF HUMAN RESOURCES

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**THE CALIFORNIA ATHLETIC COMMISSION
INVITES APPLICATIONS FOR THE POSITION OF**

EXECUTIVE OFFICER

**SALARY: (Flexible – Depending upon Experience)
(Current Salary Range \$6922 - \$7485)**

Are you interested in making a difference to protect and serve consumers while ensuring a fair and competent market place? Are you a strong leader who can create a culture of excellence and lead change management within an organization? The CA State Athletic Commission is seeking a dynamic executive with a proven track record in administering a program with high public visibility. We invite you to join us in the Commission's and the Department of Consumer Affairs' mission of consumer protection, and regulation of professional boxing, professional amateur kickboxing and professional mixed arts (MMA) for the State of California. Our organization values include accountability, efficiency, effectiveness, integrity, and customer service.

This Executive Officer assignment is an appointment to a high administrative and policy influencing position within the state in which the incumbent's primary responsibility is the managing of the CA State Athletic Commission and responding to top level administrative authority. As an expert in public policy, the Executive Officer is responsible for administering the licensing, enforcement, and regulation of licensees within the professional boxing and martial arts field in California. The Executive Officer is further responsible for policy implementation and extensive participation in policy direction and interpretation to varied stakeholders including industry, the public and other government agencies, including the California Legislature.

POSITION DESCRIPTION

- Plans, organizes and directs the Commission's Headquarters and field activities • Allocates staff and budget among the various enforcement activities • Ensures staff are trained in accordance with specific classification requirements and bargaining unit agreements • Oversees investigation activities and ensures they are conducted objectively and in full compliance with applicable laws and regulations • Establishes and maintains cooperative working relationships with the Attorney General's Office, other regulatory law enforcement agencies and departmental staff • Maintains adequate and accurate records • Establishes, implements, monitors and enforces statewide policies, procedures, productivity and performance standards and develops and implements such systems • Identifies and establishes new and improved technologies and procedures designed to reduce cost and increase the level of service to client agencies
- Analyzes legislation impacting the Commission and/or its regulatory programs and

makes recommended improvements to facilitate the Department's investigation and regulatory programs.

QUALIFICATIONS

- Ability to function as part of an executive management team to plan, to develop, and implement departmental policies and priorities.
- Ability to lead, to manage, and direct key industry programs;
- Ability to effectively plan for and manage changes in department priorities and operations necessary to respond to the public, the industry, the media, the legislature, and other state and federal governmental agencies.
- Ability to communicate effectively, orally and in writing, with the Governor's Office, the Consumer Affairs Executive Office, the public, the industry, and other state and federal regulatory agencies

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.

This knowledge and these abilities are expected to be obtained through 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):

DESIRABLE QUALIFICATION(S)

- Knowledge of investigative procedures and techniques, rules of evidence, court and administrative hearing procedures, and directing others performing investigatory work;
- Knowledge of the activities of a regulatory agency;

- Knowledge of methods used in program evaluation and experience that demonstrates the ability to manage a complex government program;
- Knowledge of the budget process, personnel management and a working knowledge of the legislative process;
- Experience analyzing complex program issues or systems problems and developing policies or specific solutions;
- Ability to manage a multidisciplinary program, including planning, organizing, and directing program operations, as well as experience in strategic planning, policy development and organizational awareness;
- Possess excellent oral and written communication skills demonstrating the ability to be a leader and motivator, use tact and persuasiveness in achieving results;
- Possess the ability to manage professional staff and be able to effectively interact with Federal, State and local agencies, consumer, industry and professional groups, and departmental staff.

Interested person should submit the following: a one-page Statement of Qualifications describing how his or her experience and education satisfy the desired qualifications; a current resume and a standard state application form (Std.678) with original signature; along with two letters of professional recommendation. The acceptance and review of applications will be continuous, until a selection has been made.

Please send applications to:

Department of Consumer Affairs, Office of Human Resources
1625 N. Market Blvd., Suite N321, Sacramento, CA 95834
ATTN: Donise Weyeneth, Classification and Pay Analyst

All applications will be screened and only the most qualified candidates will be scheduled for an interview. Travel expenses for these interviews are the responsibility of each candidate. For further information, please contact Donise Weyeneth, at (916) 574-8332.

The Department of Consumer Affairs provides equal employment opportunities to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.