COMMISSION ON STATE MANDATES

EMPLOYMENT OPPORTUNITY

1. RPA #
001 CSM
ANALYST'S INITIALS
DATE
11/4/11

Pending approval of exemption from hiring freeze.

CLASS TITLE	POSITION NUMBER	TENURE	TIME BASE	CBID
Executive Director	356-001-1621-001	**PERMANENT**	**Exempt**	**E99**

OFFICE OF	LOCATION OF POSITION *(CITY or COUNTY)*	MONTHLY SALARY
Commission on State Mandates	Sacramento	**$9,755-$10,549**

SEND APPLICATION TO:	REPORTING LOCATION OF POSITION		
Commission on State Mandates CSM Administration 980 – 9th Street, Suite 300 Sacramento, CA 95814 ATTN: Nancy Patton	980-9th Street, Suite 300, Sacramento		
	SHIFT AND WORKING HOURS **DAYS - 8:00 AM – 5:00 PM**		
	WORKING DAYS, SCHEDULED DAYS OFF **MONDAY through FRIDAY, DAYS OFF: SAT/SUN**		
	PUBLIC PHONE NUMBER **(916) 323-3562**	PUBLIC PHONE NUMBER	POST & BID FILE BY: **N/A**
	SUPERVISED BY AND CLASS TITLE **Commission on State Mandates**		FILE BY **11/28/11**

This position is designated under the Conflict of Interest Code. The position is responsible for making, or participating in the making, of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete form 700 within 30 days of appointment. Failure to comply with the Conflict of Interest Code requirements may void the appointment.

ALL APPLICATIONS MUST BE RECEIVED BY 5PM MONDAY, NOVEMBER 28, 2011

FILING INSTRUCTIONS

Applicants who meet the qualifications specified must submit a completed standard state application (STD. 678), a resume, AND a Statement of Qualifications providing specific information on his/her background, knowledge, skills, and abilities, which demonstrate the applicant meets the qualifications. Link to standard State Application (STD. 678) http://jobs.ca.gov/OEC/jobs/stateapp_adobe.aspx

FILING REQUIREMENTS

Applicants must first meet the following filing requirements:

At least five years of broad, responsible, professional experience.

At least two years of the required experience must have included management or supervisory responsibility for a professional staff or consultants involving -

- The direction, planning, research, review and publication of written analyses, reports or research studies;
- Analysis of legislation, state budget, state and federal laws, or regulations;
- Administration, audit, or evaluation of a state or local program; or
- Providing legal services to a state or local agency

STATEMENT OF QUALIFICATIONS MANDATORY REQUIREMENTS

Responses must be typewritten or generated by computer on 8.5" by 11" paper with a minimum font size of 10.

Submit standard State Application (STD 678), with resume and Statement of Qualifications.

Questions regarding this opportunity should be directed to Nancy Patton at (916) 323-8217

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CLASS TITLE	POSITION NUMBER	RPA NUMBER	FILE BY
Executive Director	356-001-1621-001	001 CSM	**11/28/11**

SCOPE OF AUTHORITY

The Executive director is the chief executive officer of the Commission on State Mandates (Commission) with statutory authority over resource allocation and personnel, and delegated authority over policy matters, as prescribed in regulation. The Executive Director is appointed by the Commission and serves at the pleasure of the Commission pursuant to Government Code section 17530. Specific duties and responsibilities include but are not limited to:

- Organize and direct the operations and affairs of the Commission;
- Attend meetings and hearings of the Commission to assist the chairperson and the members in the discharge of their duties;
- Provide direction to the Assistant Executive Director (Staff Services Manager II) and the Chief Legal Counsel (CEA IV);
- Perform staff work on the most sensitive issues before the Commission, including legal analysis of test claims, parameters and guidelines, reasonable reimbursement methodologies, and incorrect reduction claims;
- Expedite all matters within the jurisdiction of the Commission;
- Formulate general policy related to Commission functions and operations, including the development, implementation and evaluation of the full range of Commission regulations, policies, procedures, and functions;
- Determine the legal significance and type of items to be heard by the Commission;
- Plan, organizes, and provide direction for the complete and thorough legal analysis of all agenda items before the Commission;
- Formulate policy and strategic direction for the Commission;
- Represent the Commission in meetings with the Governor's Office, Department of Finance, State Controller, State Treasurer, Legislature, legislative Analyst and representatives of local governmental entities, private organizations and associations, and other state agencies;
- Meet and confer with local governments and school districts, associations, top level management of other governmental agencies, to identify and resolve issues relating to Commission-sponsored and Commission-impacting legislation; and,
- Testify before legislative committees.

(For information and duty statement, see csm.ca.gov.)

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MINIMUM QUALIFICATIONS

Education –

- Equivalent to graduation from college.

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:

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.

Ability to –

- Establish and maintain cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branch;
- Plan, organize and direct the work of legal, professional, and administrative staff;
- Communicate effectively; and
- Use a computer, including outlook, word processing, and spreadsheet programs.

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's experience, knowledge, abilities, and other desirable qualifications:

Experience in –

- Analyzing complex state and federal laws and regulations and presenting statements of fact, law and arguments clearly and logically in written and oral form in administrative hearings;
- Reviewing and understanding complex legal analyses and court decisions; and,
- Managing or overseeing audits, budgets, revenue and expenditures, contracts, personnel functions and legislative analyses.

Knowledge of –

- The organization, functions, and the state's fiscal relationship with local governments, including cities, counties, special districts, school districts, county offices of education, and community college districts;
- Local agency programs (cities, counties, special districts);
- School district and county office of education programs;
- Community college district programs; and,
- Legislative and regulatory process.

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Ability to –

- Gain the confidence and support of high-ranking state officials and local elected officials who are members of the Commission on State Mandates and advise them on a wide range of policy, legal, and fiscal matters;
- Make decisions and be accountable for those decisions;
- Be a strong and decisive leader, who knows when to act;
- Deal with issues of a high profile and/or politically sensitive nature;
- Handle multiple priorities effectively;
- Review legal analyses of statutes and executive orders that are alleged to constitute a reimbursable state-mandated program;
- Analyze complex state and federal laws and regulations and present statements of fact, law and arguments clearly and logically in written and oral form at Commission hearings;
- Evaluate the validity and significance of cost and audit information, distinguish facts from opinions, distinguish relevant facts from irrelevant facts, and resolve complex problems;
- Formulate policy and strategic direction for the Commission;
- Analyze administrative policies, organization, procedures and practices;
- Develop statewide cost estimates and evaluate proposals for reasonable reimbursement methodologies; and,
- Problem-solve, create new ideas, and develop new approaches to achieve the Commission's mission.

Other Desirable Qualifications

- Advanced degree.
- Westlaw research skills.

APPLICATION AND SELECTION PROCESS

Applicants must file a completed standard State application (STD. 678), a resume, and a Statement of qualifications. The information provided in the Statement of Qualifications will serve as an objective record of each candidate's background and experience and will facilitate discussion of the candidate's qualifications during the recruitment. It will also serve as documentation of each candidate's ability to present information clearly and concisely in writing as this is a critical factor to successful job performance as the Executive Director.

A Commission Selection Committee will screen applications, resumes, and Statements of Qualifications based on the identified minimum qualifications, the desirable qualifications for the position, and the competitive value of candidate's relative knowledge, skills, and experience. Only the most qualified candidates will be scheduled for an interview; if interviews are deemed necessary by the Selection Committee.

It is anticipated that the Selection Committee will conduct any interviews during the week of December 1-7, 2011. The results of this recruitment will be used solely to fill the position of Executive Director of the Commission on State Mandates.

Upon completion of the selection process, a candidate may be selected by the Commission on December 20, 2011, or at the next scheduled regular meeting. The appointment is subject to approval by the Governor's Office.

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