

CALIFORNIA HORSE RACING BOARD

JOB ANNOUNCEMENT for EXECUTIVE DIRECTOR, CHRB



Visit our Website at www.chrb.ca.gov

RELEASE DATE: December 5, 2007

FINAL FILE DATE: **December 21, 2007 (or until filled)**

CLASSIFICATION: Executive Director, California Horse Racing Board

TENURE: The position is exempt from civil service and serves at the pleasure of the seven-member California Horse Racing Board.

SALARY: \$9,106.00 - \$9,848.00 per month, plus benefits

LOCATION: SACRAMENTO

FILING INSTRUCTIONS:

Submit a Standard State Application (Form 678), resume, and a Statement of Qualifications. The application and Statement of Qualifications are to be submitted no later than the close of business by the **final filing date, December 21, 2007** to:

Attn: Wendy Matsuda
California Horse Racing Board
1010 Hurley Way, Suite 300
Sacramento, California 95825

State Application (Form 678) may be obtained by contacting this office or it may be downloaded from the CHRB web site at www.chrb.ca.gov and clicking on the 'Job Opportunities' link then clicking on the State Personnel Board Website link at the bottom of the page.

DESCRIPTION OF DUTIES:

The position is the Chief Executive Officer of the Agency. Under the general direction of the seven-member California Horse Racing Board, the Executive Director plans, organizes, and directs the operations of the agency; advises, consults, and implements the policies of the Board; oversees the enforcement and licensing activities of the agency; oversees and assigns Stewards; directs and implements the equine drug testing program; and provides general supervision of the regulation of racing activities throughout California.

BENEFITS:

Employees earn vacation and sick leave or annual leave; receive compensation for all official State holidays; health benefits that cover the employee, spouse and dependents with various plans available; CalPers miscellaneous retirement plan of 2% at 55; and other benefits such as bereavement leave, deferred compensation plan, dental plan, group legal services plan, long-term disability insurance, parental leave, and vision service plan. Additional benefit for managers is a \$25,000 life insurance policy.

MINIMUM QUALIFICATIONS:

- Experience consisting of high-level administrative and policy-influencing responsibility, such as serving as a top-level administrator in a governmental agency or equivalent level in the private sector.
- Experience in the horse racing industry with responsibility to develop and/or enforce horse racing laws, rules, and regulations and policies.
- Knowledge of the horse racing industry, its organizations, and related laws, rules, and regulations.
- Knowledge of the organization and functions of California State Government, including the organization and practices of the Legislature and the Executive Branch; principles and trends of public administration, organization and management; and the Agency's equal employment opportunity objectives.
- Ability to plan, organize, and direct the work of professional and administrative staff; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; and solve complex problems and recommend effective courses of action to the Board.

Continued on Next Page

DESIRABLE CHARACTERISTICS:

- Creativity and Innovation - Applies new ways of thinking. Has the ability to solve problems, create new ideas, and develop new approaches to the CHRБ's mission.
- Vision - Understands the context and mission of the CHRБ both internal and external; has an awareness of the CHRБ's critical issues; anticipates and influences the future; has the ability to organize for success; understands how to facilitate functional needs and structure to achieve strategic plans.
- Credibility and Integrity – Understands internal and external customers; has a true desire to build credibility; has a personal compass composed of clear principles; the flexibility to balance between literal adherence to rules; the use of policy as a guide; has the ability to make decisions and be accountable for those decisions.
- Teamwork – Cooperates to achieve the CHRБ's mission, goals, values, and encourages diversity of opinions; has the ability to enhance his/her own abilities and the abilities of others to contribute.
- Communication – Has a clear expression of ideas, thoughts, and expectations; is an active and empathic listener; understands that people process information differently; takes initiative to build relationships; and understands cultural differences.
- Staff Development – Recognizes that people are the CHRБ's most valuable resource; can identify and define needs of the CHRБ; attract candidates, evaluate, and select the most qualified; and takes the time to develop and encourage staff to achieve their true potential.

STATEMENT OF QUALIFICATIONS:

In addition to the Standard State Application and resume, all interested applicants are **required** to submit a Statement of Qualifications with specific information on how his/her background, knowledge, skills, and abilities meet the minimum qualifications and desirable characteristics. The Statement of Qualification should not exceed two pages with a font size no smaller than 10 pt. A resume will not be accepted as the Statement of Qualifications.

This Statement of Qualifications must discuss the following critical factors:

- Describe your experience interacting with the leadership in the horse racing industry.
- Describe an experience that demonstrates your ability to analyze complex and sensitive horse racing related problems and recommend effective courses of action.
- Describe your knowledge of the principles and practices of public administration, organization, and management. Include in your response experience in developing and/or implementing programs that serve the horse racing industry.
- Describe your leadership ability including techniques of organizing and motivating groups and/or employees, and your ability to deal effectively with a variety of individuals, organizations, state agencies, and local governments.
- Describe your ability and experience in planning, organizing, and directing the work of multidisciplinary professional and administrative staff.
- Describe your knowledge of and experience with the California legislative and budgetary processes, and other governmental entities that are necessary for effective program implementation.

SELECTION INFORMATION:

A selection committee will review and screen all applications submitted. The selection committee comprised of CHRБ members may interview candidates with the most competitive experience and background. Final candidates may be interviewed by the full Board.

CONTACT INFORMATION: Wendy Matsuda at (916) 263-6049 or wendym@chrб.ca.gov

IMPORTANT INFORMATION:

It is the policy of the CHRБ that no person may be hired as an employee if that person has been convicted of a felony or any gambling-related offense. Prior to appointment to the position, the individual selected must complete a Personal History Statement certifying that they have no such conviction, be fingerprinted for checking criminal records, and undergo a background investigation.

CALIFORNIA STATE GOVERNMENT * AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

IT IS AN 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 SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD device.

The California Horse Racing Board utilizes the California Relay Service. The numbers available for use are

1-800-735-2929 (TT/TDD) and 1-800-735-2922 (VOICE).

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