

# EMPLOYMENT OPPORTUNITY

1. RPA #	<b>001-CCDA</b>
ANALYST'S INITIALS	CLT
DATE	12-03-10

CLASS TITLE <b>Executive Director</b>	POSITION NUMBER	TENURE <b>Permanent</b>	TIME BASE <b>Exempt</b>	CBID <b>E99</b>
OFFICE OF <b>California Commission on Disability Access</b>	LOCATION OF POSITION (CITY or COUNTY) West Sacramento			MONTHLY SALARY  <b>\$9,215 TO \$9,968</b>
SEND APPLICATION TO:  Department of General Services Office of Human Resources Attn: Christal Tyler 707 3rd Street, 7 <sup>th</sup> Floor MS 403 West Sacramento, CA 95605	REPORTING LOCATION OF POSITION 707 3 <sup>rd</sup> Street, West Sacramento, CA		SHIFT AND WORKING HOURS  <b>DAYS</b>	
	WORKING DAYS, SCHEDULED DAYS OFF <b>MONDAY through FRIDAY, DAYS OFF: SAT/SUN</b>			
	PUBLIC PHONE NUMBER <b>(916) 376-5495</b>	PUBLIC PHONE NUMBER		
	SUPERVISED BY AND CLASS TITLE <b>California Commission On Disability Access</b>			FILE BY <b>01/04/11</b>

**ALL APPLICATIONS MUST BE RECEIVED BY 5PM TUESDAY, JANUARY 4, 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](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 résumé and Statement of Qualifications.

Questions regarding this opportunity should be directed to Christal Tyler at (916) 376-5495

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### SCOPE OF AUTHORITY

Serves at the pleasure of the Commission to carry out the policies, procedures, protocols and processes established by the Commission; enable the Commission to comply with the mandates and goals established by the Legislature in California Government Code Sections 8299, *et. seq.*, with a view to **(a)** enabling persons with disabilities to exercise their full and equal access to public, services, programs, activities and facilities; public accommodations; and commercial facilities, and **(b)** facilitating compliance with applicable federal, state, and local laws and regulations to provide optimum accessibility and avoid unnecessary litigation.

Specific duties and responsibilities include but are not limited to:

- In order to set goals and priorities affecting accessibility for individuals with disabilities in both the public and private sectors, plans and holds Commission and committee meetings, and public hearings on matters pertaining to disability and accessibility issues in California; gathers, analyzes, and disseminates information through various media means including but not limited to the Commission's Internet website.
- Consistent with DPA and SPB rules and regulations, organizes and manages staff, including the selection, hiring, supervision, development, planning, and work assignments and performs the full range of management and supervisory duties for Commission staff.
- 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;
- Provides recommendations to state agencies in devising criteria and programs to promote optimum accessibility for all persons with disabilities.
- Provides advice and support to achieve state agency compliance with all state and federal laws and regulations pertaining to accessibility for persons with disabilities.
- Recommends changes to state agencies, local agencies, and the private sector where such changes would improve access compliance.
- Promote training and activities to facilitate improving the knowledge and competence of the public and private sectors relative to accessibility and disabilities, both generally and to comply with all applicable laws and regulations
- Gather, analyzes, and disseminates information.
- Works through the appropriate Commission committee process to manage programs, including but not limited to, those appropriate to comply with the mandates in California Government Code Sections 8299, *et. seq.*, including but not limited to, the development and on-time delivery of all mandated reports.
- Establish and maintain necessary working relationships with state boards, commissions, departments, agencies, and public and private organizations.
- Manages and maintains internal accounting and administrative controls.
- Seeks and secures other non-governmental funding and resources.
- Responds to questions, concerns and complaints from the public related to Commission authority and activities, and the role of the Commission relative to optimizing accessibility for all persons with disabilities.
- Acts as liaison with the Governor's Office, the Legislature, various federal, state, and local governmental agencies, government agency secretaries, department directors, and the private sector regarding Commission meetings and activities, programs, legislative proposals and positions, and other disability- and accessibility-related matters.
- Testify before legislative committees.

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## MINIMUM QUALIFICATIONS

### Education -

- Equivalent to graduation from college.
- Experience with disability access laws and requirements.

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.
- Personnel management techniques.
- America's Disability Act.

### Ability to -

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

## DESIRABLE QUALIFICATIONS

- Background knowledge of, or experience with, disability- and accessibility-related issues.
- Experience at the managerial level presenting issues before the Governor, Legislature, local government, State boards and commissions, various State agencies, and/or the public.
- An advanced degree in law or architecture.

### Knowledge of -

- Federal, state, and local laws pertaining to accessibility and disability.
- Expectations and needs of a diverse set of stakeholders involved in disability- and accessibility-related issues.
- Legal, administrative, and practical aspects of the construction process.
- Organization and functions of the California State government, including the organization and practices of the Legislature, Judicial and the Executive Branch.
- Methods of administrative problem solving.
- Practices and principles of policy formulation and development.
- Best practices in human resource management, including but not limited to:
  - Personnel management and supervision techniques.
  - Equal opportunity in hiring and in employee development and promotion.
  - Discrimination, harassment, and retaliation free work environment.
- Fiscal practices, contracts, and tort liability.

- Legal requirements related to commissions (open meeting laws; fppc rules; etc.).

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Ability to –

- Understand and apply the spirit and intent of disability- and accessibility-related laws.
- 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.
- Develop consensus among and develop cooperative and collaborative working relationships with representatives of government, the public, stakeholders, and the legislative, judicial and Executive Branches.
- Analyze complex problems and recommend effective courses of action.
- Present statements of fact, law, and argument clearly and logically in written and oral form.
- Prepare and review reports.
- Manage, supervise and provide leadership in fulfilling the work of the Commission, its committees and staff.

#### **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 interviews during the week of December 20, 2010. Final interviews with the Commission may be conducted as soon as possible. The results of this recruitment will be used solely to fill the position of Executive Director for the California Commission on Disability Access.

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