



## BOARD OF EQUALIZATION CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation. It is an objective of the State of California to achieve a drug-free 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.

<b>DEPARTMENT:</b>	BOARD OF EQUALIZATION	<b>RELEASE DATE:</b>	Friday, August 14, 2015
<b>POSITION TITLE:</b>	Chief, Financial Management Division	<b>FINAL FILING DATE:</b>	Friday, August 28, 2015
<b>CEA LEVEL:</b>	CEA A	<b>EXTENDED FINAL FILING DATE:</b>	Wednesday, October 21, 2015
<b>SALARY RANGE:</b>	\$ 6,453.00 - \$ 9,277.00 / Month	<b>BULLETIN ID:</b>	08132015_1

### POSITION DESCRIPTION

Under the general direction of the Deputy Director, Administration (CEA B), the Chief is the fiscal advisor to executive management and is responsible for the overall administration of the Financial Management Division, comprised of the Budget, Accounting and Tax Revenue Branches. This includes direct and indirect supervision of approximately 174 professional and administrative staff. The Chief is responsible for strategic planning and policy leadership regarding the BOE budget and fiscal matters, including analyzing, monitoring, and recommending changes in fiscal policy and operations; acts as liaison for the Board with other state agencies on budget issues; provides fiscal information relating to the impact of legislation to elected officials and executive management; responsible for providing fiscal information to control agencies for revenue forecasting and analysis of cash flow; maintains cooperative relations with the Legislature and control agencies relating to the Board's critical programs.

### MINIMUM QUALIFICATIONS

All applicants must possess the knowledge and abilities, and any other requirements, described in this bulletin.

Note: Eligibility to take a CEA examination does not require current permanent status in the civil service.

### 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.

These knowledge and abilities are expected to be obtained from the following kinds of experience with 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):

**CEA Level A** Responsible for broad administrative and program activities, including the execution and/or evaluation of program policies.

**CEA Level B** Responsible for extensive managerial and program administration or broad program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

**CEA Level C** Responsible for extensive highly professional influence and contributes to program, policy, and the methods to provide professional services needed to set policies, to meet the mission of the State department and often exercising technical and or professional skills that are required at this level.

### **DESIRABLE QUALIFICATION(S)**

1. Experience in managing the annual development, day-to-day administration, and the year-end activities of a State agency's or department's budget operation.
2. Knowledge of public administration, personnel management and supervision (three or more years of supervisory experience).
3. Demonstrated strong management and administrative leadership skills, including the ability to facilitate the establishment of priorities, to provide direction, to build an effective team and to be a productive member of the agency-wide strategic management team.
4. Demonstrated ability to develop cooperative relationships with program management and control agencies.

5. Effective written and verbal communications skills; strong negotiating skills; and particularly the ability to represent the Board of Equalization effectively, both internally and with the public.
6. Ability to recognize and understand the political environment and the consequences of actions and the roles and responsibilities of the constitutionally elected Board Members.
7. Ability to manage under the programmatic and budgetary constraints associated with the agency.
8. A willingness to work in a high-rise building.

## EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Chief, Financial Management Division**, with the **BOARD OF EQUALIZATION**. Applications will be retained for twelve months.

*The Results of this examination will be used only to fill this position and may be used to fill subsequent vacancies for this position for a period of up to twelve months.*

The examination process may consist of two phases: Phase One - an application, resume, and Statement of Qualifications evaluation; if deemed necessary, Phase Two - a Qualification Appraisal Interview. The Statement of Qualifications will be used to evaluate your experience as it relates to the "Desirable Qualifications" and may also serve as documentation of each candidate's ability to present information clearly and concisely in writing since this is a critical factor to successful job performance. The Statement of Qualifications may be the only basis for your final score and rank on the eligible list. Based on the competitive group, the most qualified candidates may be scheduled for a hiring interview. The Board of Equalization Members will make the final selection.

## STATEMENT OF QUALIFICATIONS

In addition to the Standard State Application (STD. 678), 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 qualifications. Please limit your response to a maximum of three (3) typed\* pages. The Statement of Qualifications must be in direct response to each of the following statements provided:

1. 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 government.
2. Describe your high-level experience communicating to elected officials, executive level Management, other state agencies, legislative staff, industry, etc.; and how you gained their confidence and support.
3. Describe your experience related to recognition and understanding the political environment and the consequences of actions.
4. Describe your ability and experience in planning, organizing, and directing the work of multidisciplinary professional and administrative staff.
5. Describe your supervisory experience managing a Budget and/or Accounting

Program, please include the size of the budget and the number of staff supervised.

6. Describe your experience with the principals of public finance and business law.

7. Describe your experience in providing fiscal support or project management of a large Information Technology project.

*\*The Statement of Qualifications should consist of no more than three (3) typed pages in Arial size 12 font. Each page must contain a page number and only the first page should include your name.*

## **FILING INSTRUCTIONS**

All application materials must be received by the Examination and Recruitment Section by the final filing date by 4:00 PM. Faxes will be accepted [(916) 323-3535], however, the originals must be received prior to the start of the examination. Do not send your application via interoffice or interagency mail. Applications received in this manner will not be accepted and cannot be returned pursuant to California Code of Regulations 174. **Applications personally delivered, faxed, received via U.S. Postal Service, or any other delivery service after 4:00 P.M. on the final filing will not be accepted.** It is the personal responsibility of each examination candidate to submit their application materials within the timeframe and in the manner specified on this examination bulletin. Submit your application materials to: Examination and Recruitment Section, State Board of Equalization, 450 N Street, MIC: 17, Sacramento, California 95814, Attention: Ry Stella.

### **Interested applicants must submit:**

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and individually discuss the seven (7) statements provided above.
- Resumes do not take the place of the Statement of Qualifications.
- A brief bio (see "ADDITIONAL INFORMATION" section on this bulletin).

### **Applications must be submitted by the final filing date to:**

BOARD OF EQUALIZATION, Examination and Recruitment Section  
450 N Street, MIC: 17, Sacramento, CA 95814  
Ry Stella | 916-323-5888 | Ry.Strella@boe.ca.gov

## **ADDITIONAL INFORMATION**

Along with your application, please submit a brief bio consisting of a single paragraph (no more than half a page in length) regarding your past experience to be used for a press release should you be selected for the position.

## **SPECIAL TESTING**

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

## **GENERAL INFORMATION**

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The BOARD OF EQUALIZATION reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

**Class specs:** [CEA and Exempt Appointees](#)