



State of California

BUSINESS, CONSUMER SERVICES AND HOUSING AGENCY

EXEMPT APPOINTMENT

**ASSISTANT SECRETARY OF PLANNING AND POLICY
BUSINESS, CONSUMER SERVICES AND HOUSING AGENCY**

PENDING GOVERNOR'S OFFICE APPROVAL

ANNUAL SALARY: \$55,200 - \$69,096

Appointee will be offered a specific monthly salary from within this range based on his/her qualifications.

FINAL FILING DATE: Opened Until Filled

LOCATION: Sacramento

AGENCY OVERVIEW

The Business, Consumer Services and Housing Agency is a cabinet level agency that assists and educates consumers regarding the licensing, regulation, and enforcement of professionals and businesses in California. It oversees departments, boards, bureaus, commissions, and agencies that provide the following services to the people of California: protection of the public through the licensing and regulation of more than 100 businesses and 200 professional categories; regulation of financial services and state-licensed financial institutions; enforcement of the sale of alcoholic beverages; regulation of the horse racing industry; the investigation and prosecution of civil rights violations; safe and affordable housing opportunities; and earthquake safety.

POSITION OVERVIEW

Under the direction of the Undersecretary, the Assistant Secretary of Planning and Policy provides support to the Secretary, Undersecretary and Deputy Secretaries on a variety of issues. Specific duties include, but are not limited to:

- Manages multiple administrative projects as assigned by the Undersecretary
- Researches, analyzes, evaluates, and prepares reports, issue papers/letters related to state and departmental policy and/ or program issues
- Compiles statistical information and prepares charts and tracking systems
- Briefs the Undersecretary on the status of issues and makes recommendations based on sound information
- Provides analytical summaries and research support to the Undersecretary, including reading and summarizing reports and documents as requested
- Assists with the development and implementation of special projects

- Assists the Deputy Secretary of Communications with coordinating communications and managing information for the Agency, including responding to internal and external inquiries (staff, other government departments, constituents);
- Develops correspondence for signature and assists in the writing of press releases and speeches given by the Agency Secretary
- Effectively communicates information, ideas and recommendations
- Makes appropriate use of formal vs. informal communications and effectively communicates Agency decisions to achieve understanding and acceptance.

HOW TO APPLY

All interested applicants must file a standard state application form (Std. 678: <http://www.jobs.ca.gov>), resume and a separate "Statement of Qualifications" specifying how the candidate's background and experience relates to the applicant's ability to perform in the specified position. The "Statement" should be no more than three pages in length.

Documents should be mailed to:

California Business, Consumer Services and Housing Agency
Attention Janet Nannini, Administrative Operations
915 Capitol Mall, Suite 350-A
Sacramento, CA 95814

In addition, you must submit the on-line Governor's Appointment Application, located at http://gov.ca.gov/m_appointments.php.

SELECTION PROCEDURE

A preliminary review of all applications will occur and only the most qualified candidates will be invited to interview. (Travel expenses for any interviews are the sole responsibility and at the expense of each candidate.) A recommendation will be made to the Governor's Office for appointment to this Exempt position.

CONDITIONS OF EMPLOYMENT

This position is appointed by the Governor and is an "at will" employee. Therefore, the appointment may be terminated at any time without notice, cause, or right of appeal.

Questions regarding the application or selection procedure may be directed to Janet Nannini at 916-657-2539.

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.