



BOARD OF EQUALIZATION CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. 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.

DEPARTMENT:	BOARD OF EQUALIZATION	RELEASE DATE:	Thursday, September 16, 2010
POSITION TITLE:	District Office Director, First District Board Member Office, San Francisco	FINAL FILING DATE:	Wednesday, September 29, 2010
CEA LEVEL:	CEA 1	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 6,173.00 - \$ 7,838.00 / Month	BULLETIN ID:	09152010_1

POSITION DESCRIPTION

Under the general direction of the Board Member, First District and the Chief Deputy to the Board Member, the District Office Director is responsible for overseeing outreach and education, constituent affairs, and community relations programs in the First District Member's office; and for managing the day-to-day operations of the First District Member's San Francisco office, including, but not limited to, coordination of projects and assignments between the district office and headquarters staff of the First District Member.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

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 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATION(S)

1. Ability to recognize and understand the political environment and consequences of actions, as

well as an understanding of the roles and responsibilities of constitutionally elected Board Members.

2. Demonstrated management and administrative leadership skills, including the ability to facilitate the establishment of priorities.
3. Ability to communicate with others as demonstrated by strong 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.
4. Demonstrated ability to integrate the activities of a diverse program, to attain common goals.
5. Demonstrated ability to interact professionally and develop cooperative working relationships with all levels of management, staff, representatives of all levels of government, the public, and the Legislative and Executive Branches.
6. Experience overseeing or developing and outreach and education program.
7. Experience preparing speeches, talking points, and/or briefings.
8. Experience preparing outreach and educational information to inform the public.
9. A willingness to work irregular hours with limited notice and to travel at the request of the Board Member.
10. 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 **District Office Director, First District Board Member Office, San Francisco**, 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 and statement of qualification rating. Phase Two - a Qualification Appraisal Interview. The applications will be screened on the basis of the minimum and desirable qualifications. Based on the competitive group, the most qualified candidates may be scheduled for a hiring interview. The Board Member, Ms. Betty T. Yee, First District will make the final selection.

FILING INSTRUCTIONS

All application materials (Standard State Application, Statement of Qualifications, and Resume) 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 materials via interoffice or interagency mail. Application materials received in this manner will not be accepted and cannot be returned pursuant to California Code of Regulations 174. Application materials personally delivered, faxed, received via U.S. Postal Service, or any other delivery service after 4:00 P.M. on the final filing date 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

Submit your application materials to: Examination and Recruitment Section, State Board of Equalization, 450 N Street, MIC: 17, Sacramento, California 95814, Attention: Sandra St. Louis.

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 no more than two pages in length.
- Resumes do not take the place of the Statement of Qualifications.

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
Sandra St. Louis | (916) 323-5888 | Sandra.StLouis@boe.ca.gov

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: <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>