



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, June 4, 2009
POSITION TITLE:	Chief, Environmental Fees Division	FINAL FILING DATE:	Friday, June 19, 2009
CEA LEVEL:	CEA 2	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 7,815.00 - \$ 8,616.00 / Month	BULLETIN ID:	05052009_4

POSITION DESCRIPTION

Salary may be higher - pending DPA approval.

Under the general direction of the Deputy Director, Property and Special Taxes Department, the Chief, Environmental Fees Division, performs high-level functions in the administration of seven of the Board of Equalization's 25 tax and fee programs. The Chief, through subordinate managers and supervisors, plans, develops, organizes, directs, and evaluates the policy and work performed in the division relating to the: California Tire Fee, Electronic Waste Recycling Fee, Hazardous Substances Tax, Integrated Waste Management Fee, Marine Invasive Species Act, Occupational Lead Poisoning Prevention Fee, and Water Rights Fee. The Chief, as part of the Board of Equalization's management team, participates in formulating agencywide policies and procedures and is responsible for the effective and efficient collection of approximately \$325 million of state special fund revenue for the seven programs administered in the division. In addition, the Chief formulates and approves policies and procedures, provides guidance to the Board's field staff in the Environmental Fee programs, and performs other duties relating to the administration of these tax programs. The Chief also assists, advises, and makes recommendations to the Deputy Director and Board on matters involving tax and fee collection policies and programs.

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 communicate externally and internally as demonstrated by strong written and verbal communications skills; ability to listen; strong negotiating skills; timely communications with tax and/or feepayers, other state agencies, the Board Members, and other Board departments; and particularly the ability to garner the respect of the Members and represent the Board effectively both internally, externally with other state entities, and with the public.
2. Demonstrated management and administrative leadership skills, including the ability to accomplish the desired goals, motivate staff to get the best job done timely, build and sustain expertise, establish priorities, provide direction, and be a productive member of the agencywide management team.
3. The ability to work cooperatively; set a good example; be organized, process-improvement focused and have the ability to meet strict deadlines; and have strategic leadership abilities and the foresight to see issues before they become crises.
4. Have an understanding of the organizational structure and various functions of the Board of Equalization, including but not limited to, collecting fees for other agencies on a reimbursement basis, hearings before the Board, the appeals process, and timeline requirements that must be adhered to.
5. Ability to recognize and understand a political environment and the consequences of actions. Have an understanding of the roles and responsibilities of the constitutionally elected Board Members.
6. Knowledge of public administration, personnel management and supervision.
7. Knowledge of taxation, tax policy, and tax administration.
8. Knowledge of, or ability to, quickly learn audit and compliance principles, procedures, and techniques; and constitutional provisions, laws, rules, legal opinions, and court decisions relating to environmental fees.
9. Knowledge of Environmental Fees Division Program policy and administration as well as Board of Equalization policy.
10. Personal characteristics of integrity, initiative, innovation, adaptability, tact, dependability, and sound judgment.
11. 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**,

Environmental Fees 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 and statement of qualification rating. Phase Two - a Qualification Appraisal Interview. The applications will be screened on the basis of the preceding minimum and desirable qualifications and the critical factors below. 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. The Statement of Qualifications also must discuss the following critical factors:

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 governments.
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 ability and experience in planning, organizing, and directing the work of multidisciplinary professional and administrative staff.
4. Describe your experience with and knowledge of audit and compliance principles, procedures, and techniques; managing multiple tax programs; and constitutional provisions, laws, rules, legal opinions, and court decisions relating to environmental fees. If you do not have experience or knowledge in some or all of these areas, describe how you will obtain the knowledge if appointed to the Chief, Environmental Fees Division.
5. Describe an experience that demonstrates your ability to analyze complex problems and recommend effective courses of action.

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: Terri Deane.

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 must discuss the 5 critical factors listed above.
- 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
Terri Deane | (916) 323-9562 | TDeane@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>