

BOARD OF EQUALIZATION

STAFF SERVICES MANAGER III PROMOTIONAL/SPOT EXAMINATION FOR SACRAMENTO ONLY

8PB53/4802/JL26



CALIFORNIA
STATE
GOVERNMENT

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE 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.

DEPARTMENTAL PROMOTIONAL SPOT EXAMINATION FOR

BOARD OF EQUALIZATION IN SACRAMENTO ONLY

WHO SHOULD APPLY

Competition is limited to State employees. Applicants must have a permanent civil service appointment with the Board of Equalization as of December 1, 2008, the final filing date.

HOW TO APPLY

Submit applications (Form 678) to:

**State Personnel Board
Examination Unit (LSH)
801 Capitol Mall
Sacramento, CA 95814**

FAXED APPLICATIONS WILL NOT BE ACCEPTED. DO NOT SUBMIT APPLICATIONS TO THE BOARD OF EQUALIZATION.

APPLICATION DEADLINE

Applications must be received or postmarked by December 1, 2008, the final filing date. Applications personally delivered or received via interoffice mail after 5:00pm on the final filing date will not be accepted for any reason.

QUALIFICATIONS APPRAISAL INTERVIEW

The entire examination will consist of a qualifications appraisal interview. It is anticipated that interviews will be held in January and/or February 2009. Candidates will be notified approximately one week prior to their interview date as to the exact time and location.

SALARY RANGE

\$6,779 - \$7,474

REQUIRED IDENTIFICATION

NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to all phases of the examination.

ELIGIBLE LIST INFORMATION

A promotional eligible list will be established for the Board of Equalization. The resulting eligible list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

Continued on Reverse

FINAL FILING DATE: December 1, 2008

**REQUIREMENTS FOR
ADMITTANCE TO THE
EXAMINATION**

All applicants must meet the education and/or experience requirements for this examination by the final filing date. All applications/resumes must include "to" and "from" dates (month/day/year), time base, and civil service class title (not working title). **Applications/resumes received without this information will be rejected.**

**MINIMUM
QUALIFICATIONS**

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as Either "I" or "II" or "III", etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I and additional experience amounting to 50% of the required time of Pattern II may be admitted to an examination as meeting 100% of the overall experience requirement.

EITHER I

One year of experience in the California state service performing the duties of a Staff Services Manager II (Supervisory) or Staff Services Manager II (Managerial).

OR II

One year of experience in the California state service performing analytical staff duties of a class with a level of responsibility not less than that of a Staff Services Manager II (Supervisory) or Staff Services Manager II (Managerial). **AND**

Current employment in a class with a level of responsibility not less than that of Staff Services Manager II (Supervisory) or Staff Services Manager II (Managerial).

OR III

Two years of experience in the California state service performing the duties of a Staff Services Manager I.

OR IV

Experience: Five years of increasingly responsible management, personnel, fiscal, planning, program evaluation, or related analytical experience which shall have included the preparation of reports and the presentation of recommendations to management beyond the trainee level, at least two years of which must have been in a supervisory capacity. [Experience in the California state service applied toward this requirement must include two years performing the duties of a class with a level of responsibility not less than that of Staff Services Manager II (Supervisory) or Staff Services Manager II (Managerial).] (In appraising experience, more weight will be given to the breadth of pertinent experience and the evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of the experience.) **and**

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

**SPECIAL
PERSONAL
CHARACTERISTICS**

Demonstrated ability to act independently, open-mindedness, flexibility, and tact.

**POSITION
DESCRIPTION**

Positions at this level have full management and supervisory responsibility in charge of a major Staff Services function, or functions, when it is so unusually large and complex as to require subordinate supervisors at the Senior level on a subfunctional or geographic basis. In those cases where the supervisory and management responsibility is minimum, it must be balanced out by responsibility for a function with multidepartmental or statewide impact requiring skills and knowledge at the highest level with responsibility for work of the most critical or sensitive nature as relates to a department's primary mission.

**EXAMINATION
INFORMATION**

This examination will consist of a qualifications appraisal interview weighted 100.00%. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the examination. Candidates who do not appear for the interview will be disqualified from the examination.

SCOPE**A. Knowledge of:**

1. Management principles, practices and techniques to plan, oversee, and direct the work activities of employees.
2. A manager's role in the Equal Employment Opportunity Program to promote Board of Equalization's (BOE) equal employment opportunity policies and goals and provide a harassment free work environment.
3. Conflict resolution techniques to address and deal with conflicts and issues that may arise in the work group or division.
4. The State discipline and employee evaluation process to ensure appropriate progressive discipline principles are utilized.
5. Data analysis methods and techniques to draw appropriate conclusions and make decisions.
6. The principles, practices, and techniques of public and business administration including management and personnel resources (e.g. budget, personnel, management analysis, planning, program evaluation, etc.) or related areas to provide appropriate leadership and management in the division and plan for the future.
7. The purpose, mission, and goals of the Board of Equalization (BOE) to ensure that the progress and completion of work assignments and tasks conform to the overall objectives of the division.
8. General knowledge of governmental functions and organization at the State and local level to maintain and foster a good working relationship and effectively manage division.
9. Specific knowledge of project management best practices to ensure progress and completion of work assignments and tasks that support the overall objectives of the division/BOE.

B. Skill to:

1. Effectively lead and utilize interdisciplinary teams to accomplish the Board of Equalization's (BOE) mission and goals.
2. Effectively manage the work activities of a complex program to meet operational goals of the division.
3. Effectively use a variety of analytical techniques and resources to complete or review work assignments and resolve complex governmental and managerial problems in accordance with Board of Equalization (BOE) goals and objectives.
4. Skill to thoroughly analyze data and situations accurately in order to determine and implement effective and appropriate courses of action.
5. Weigh the advantages and disadvantages of potential actions and determine the appropriate steps to take.

Continued on Reverse

**SCOPE
(CONTINUED)****B. Skill to: (Continued)**

6. Present ideas and information effectively to various entities (e.g. employees, the public, management, etc.) in order to communicate and meet operational needs.
7. Effectively facilitate meetings in order to communicate and/or gather information to meet operational needs.
8. Consistently establish and maintain priorities in order to complete projects and assignments on time and within budget.
9. Effectively contribute to the Board of Equalization's (BOE) equal employment opportunity objectives in order to create and maintain a fair and equitable work environment.

C. Ability to:

1. Think critically in order to effectively analyze data and present ideas and information.
2. Reason logically to effectively solve management issues.
3. Think proactively in order to recognize the potential need for change.
4. Thoroughly develop and evaluate alternatives to solve complex problems/issues/concerns and make appropriate decisions.
5. Establish and maintain confidential and cooperative relationships with BOE employees, the public and other governmental entities to meet the BOE goals and objectives.
6. Effectively communicate in writing.
7. Effectively communicate verbally.
8. Effectively communicate and exchange information or provide direction to staff and others.
9. Adapt to a changing work environment in order to successfully meet the mission and goals of the BOE.
10. Act/work independently in order to successfully meet the mission and goals of the BOE.
11. Effectively follow direction to meet the missions and goals of the BOE.
12. Develop workload measurement criteria in order to effectively manage the division.
13. Effectively manage workload to meet established deadlines.
14. Organize and manage time to maintain workflow and meet deadlines.
15. Be objective and flexible in adapting to changes in priorities, work assignments, and other interactions that may impact pre-established courses of action for completing projects and assignments.
16. Maintain strict confidentiality of information in order to be in compliance with the laws, rules and regulations (e.g., Information Practices Act, BEAM).

EXTRA POINTS

Career credits and veterans preference points are not granted in promotional examinations.

QUESTIONS?

If you have any questions concerning this announcement, please contact the State Personnel Board, Examination and Selection Services Unit, 801 Capitol Mall, Sacramento, CA 95814, (916) 653-1502, TDD (916) 654-6336.

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GENERAL INFORMATION

It is the candidate's responsibility to contact the Examination Services Unit in Sacramento, (916) 653-1502, three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature, it is the candidate's responsibility to contact the Examination Services Unit in Sacramento (916) 653-1502, three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon request.

Applications are available at the State Personnel Board, Board of Equalization and local offices of the Employment Development Department.

If you meet the requirements stated on 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 the others who take this test, and all candidates who pass will be ranked according to their scores.

The State Personnel Board 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 laws and rules and all competitors will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotion, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental- open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the State Personnel Board office.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) General Educational Development (GED) Test; 2) completion of 12 semester units of college work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

**CALIFORNIA STATE PERSONNEL BOARD
801 CAPITOL MALL
SACRAMENTO, CA 95814
(916) 653-1502
TDD (916) 654-6336**