



## 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.

<b>DEPARTMENT:</b>	BOARD OF EQUALIZATION	<b>RELEASE DATE:</b>	Wednesday, July 2, 2014
<b>POSITION TITLE:</b>	First District, External Affairs Director	<b>FINAL FILING DATE:</b>	Thursday, July 17, 2014
<b>CEA LEVEL:</b>	CEA A	<b>EXTENDED FINAL FILING DATE:</b>	
<b>SALARY RANGE:</b>	\$ 6,173.00 - \$ 8,874.00 / Month	<b>BULLETIN ID:</b>	07022014_2

### POSITION DESCRIPTION

Under the general direction of the Board Member and Chief Deputy and the supervision of the Assistant Deputy, the First District External Affairs Director assists the Board Member in carrying out their constitutional responsibilities in administering, formulating, and coordinating tax programs. In addition to managing the day-to-day operations of the Member's San Francisco office, the incumbent performs a variety of tasks, which require strong writing, analytical, organizational, problem-solving skills and tact. The incumbent is responsible for all aspects of the Board Member's media relations program which includes providing accurate and understandable information to the public concerning the tax laws, rules, and regulations administered by the Board of Equalization as well as high-level tax, finance, and other public policy issues within the Board Member's role as a public official.

### MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

#### Either I

Must be a current State civil service employee with permanent civil service status, as defined in Government Code Section 18546.

#### Or II

Must be a current or former employee of the Legislature, who resigned or was released from service within the last 12 months, and with two or more consecutive years of service as defined in Government Code Section 18990.

#### Or III

Must be a current or former nonelected exempt employee of the Executive Branch of **government** who resigned or was released from service within the last 12 months, and with two or more consecutive years of service (excluding those positions for which the salaries are set by statute) as defined by Government Code Section 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 Section 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 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. Working knowledge of type, content, form, style, and standards required of articles for

publications by newspapers, magazines and trade journals, as well as audiences normally served by those publications.

2. Working knowledge of the techniques of preparing, producing and disseminating information, utilizing all major media of communication.
3. Working knowledge of media practices, including but not limited to deadlines, news releases, alternative media, and use of sources to develop news reporting.
4. Working knowledge of the standards for oral communication and preparation of written documents for oral delivery, including but not limited to speeches and presentations.
5. Effect of California State revenue and taxation programs on the State, local governments, and individual and business taxpayers.
6. Demonstrated ability to write effective press releases and news or opinion articles for publication.
7. Demonstrated ability to write and layout the Board Member's e-newsletter.
8. Demonstrated ability to write speeches, "talking points," and other documents for oral delivery.
9. Demonstrated ability to write social media messages for regular posting relating to the BOE, tax policy, public finance, and business trends and issues.

## **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 **First District, External Affairs Director**, 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 qualification. Based on the competitive group, the most qualified candidates may be scheduled for a hiring interview. The Board Member, Betty T. Yee, First District will make the final selection.

## **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) 322-3866], 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: Human Resources Division, State Board of Equalization, 450 N Street, MIC: 20, 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 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, Human Resources Division  
450 N Street, MIC:20, 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:** [CEA and Exempt Appointees](#)