

# CEA



## CAREER EXECUTIVE ASSIGNMENT

Release Date: February 5, 2018

*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.*

*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** : Parks and Recreation  
**Position Title** : Chief, Office of Partnerships – CEA (A)  
**Salary Range** : \$6,913.00 - \$15,885.00 / Month  
**Final Filing Date** : 2/20/2018

### Job Description and Duties:

Under the direction of the Deputy Director of Park Operations, the Chief is responsible for the full management of the Office of Partnerships within Park Operations (PO), including, the statewide Concessions Program, and will represent PO in meetings with internal and external partners as the subject matter generalist on matters relevant to partnership functions. The Chief is responsible for advising and assisting Executive management in the development and evaluation of statewide department policy, and for providing policy and procedural oversight and support to District field operations. This position is afforded a high degree of independence in meeting the responsibilities of the Office of Partnerships and will work with a variety of Departmental staff while keeping Executive management informed of all issues and concerns.

### Minimum Requirements:

You will find the Minimum Requirements in the Class Specification.

**C.E.A:** <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>

### Position Details:

**Job Code #:** JC-98283  
**Position #(s):** 549-804-7500-001  
**Working Title:** Chief, Office of Partnerships – CEA (A)  
**Classification:** \$6,913.00 - \$15,885.00  
**# of Positions:** 1  
**Work Location:** Sacramento County  
**Job Type:** Career Executive Assignment – Non Tenured, Full Time

**Special Requirements:**

1. Possession of organizational and functional knowledge of California State Government; ability to work in a multidisciplinary team of professional and administrative staff; ability to develop good working relationships with all levels of the Department, private stakeholders, and partners; and the ability to analyze complex problems, policies and procedures and recommend effective courses of action. Familiarity of the Department's mission, policies, statutes, regulations and a general knowledge of general plans and other park operational guidelines.
2. Ability to communicate effectively; practicing tactfulness and diplomacy.
3. Travel will be required.

**Application Instructions:**

Completed applications and all required documents must be received or postmarked by the Final Filing Date in order to be considered. Dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the USPS, are not considered Postmark dates for the purpose of determining timely filing of an application.

Final Filing Date: 2/20/2018

**Who May Apply**

Individuals who are eligible to be appointed to this Career Executive Assignment (CEA) by the State of California.

**How to Apply**

Completed Examination/Employment Application (STD 678) and applicable or required documents must be submitted to apply for this Job Posting. A completed copy of the Application Package listing must be included, when submitting your application in hard copy.

**Address for Mailing Application Packages**

You may submit your application and any applicable or required documents to:

Department of Parks and Recreation  
Attn: Exam Unit-Mike Sexton  
P.O. Box 942896  
Sacramento, CA 94296-0001

**Address for Drop-Off Application Packages**

You may drop off your application and any applicable or required documents at:

Department of Parks and Recreation  
Attn: Exam Unit-Mike Sexton  
1416 9<sup>th</sup> Street, Room 1018 (10<sup>th</sup> floor)  
Sacramento, CA 95814  
08:00 AM – 05:00 PM

### **Required Application Documents**

Please submit the following items with your application. Applicants who do not submit the required items timely may not be considered for this job:

- State Examination/Employment Application STD Form 678. All Experience and Education relating to the Minimum Qualifications listed on the Classification Specification should be included to demonstrate how you meet the Minimum Qualifications for the position.
- 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 documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no longer than 2 pages in length, with standard margins and 12 point font size.
- Resume is required and must be included.

Applicants requiring reasonable accommodations for the hiring interview process must request the necessary accommodations if scheduled for a hiring interview. The request should be made at the time of contact to schedule the interview. Questions regarding reasonable accommodations may be directed to the EEO contact listed on this job posting.

### **Examination Qualification Requirements:**

This position requires an examination to be appointed. Applicants must meet the Minimum Qualifications for the position in order to compete in the examination.

All applicants must possess the knowledge and abilities, and any other requirements, described in this announcement.

Note: Eligibility to take a CEA examination does not require current permanent status in the civil service.

### **General Qualifications**

State civil service employees must possess essential general qualifications including integrity, initiative, dependability, good judgement, and ability to work cooperatively with others.

### **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 Qualifications:**

In addition to evaluating each candidate's relative ability, as demonstrated by quality and breadth of experience, the following factors will provide the basis for competitively evaluating each candidate.

Applications will be screened on the basis of background, managerial potential and the following desirable qualifications below will provide the basis for competitively evaluating each candidate.

Experience in a managerial capacity at least equivalent to a Staff Services Manager II and above that includes the following:

1. Demonstrated experience managing large park operations program and providing management advice to the Deputy Director for Park Operations on all phases of field operations including cultural and natural resources, concessions, facility maintenance and general park administration.
2. Experience in creating and managing partnerships specific to concessions, nonprofit and philanthropic partners, community based organizations, and corporate partners.
3. Experience in resolving conflicts within multi-disciplinary teams and stakeholder groups.
4. Experience in developing policies and procedures and recommending policy changes.
5. Experience in building strong business relationships internally and externally that add value to the organization. Specifically, with legislative staff, private parties, special interest groups and the media.
6. Experience with oversight and development of contract and operating agreements.

**Examination Information:**

If you meet the requirements stated in this announcement, you may take this competitive examination. Possession of the Examination Qualifications requirements does not assure a place on the eligible list. Your performance in the examination will be compared with the performance of others who take this examination, and all successful candidates will be ranked according to their scores.

A minimum rating of 70% must be attained in the Examination to obtain list eligibility for this position. All candidates will receive written notification of their examination results.

The results of this examination will only be used to fill this position. Applications will be retained for twelve months.

Hiring interviews for the Job may be conducted with the most qualified candidates.

The examining Department 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.

**Special Testing Arrangements:**

If you have a disability and need special testing arrangements, answer the Reasonable Accommodations question appropriately on your Application (STD 678). You will be contacted to make specific arrangements. Questions regarding reasonable accommodations may be directed to the EEO contact listed on this announcement.

**Contact Information:**

The Human Resources Contact is available to answer questions regarding the application process. The Hiring Unit Contact is available to answer questions regarding the position.

Department Website: <http://www.parks.ca.gov>

**Human Resources Contact:**

Mike Sexton  
(916) 653-9604  
[Mike.Sexton@parks.ca.gov](mailto:Mike.Sexton@parks.ca.gov)

**Hiring Unit Contact:**

Ian Branaman  
(916) 445-8751  
[Ian.Branaman@parks.ca.gov](mailto:Ian.Branaman@parks.ca.gov)

Please direct requests for Reasonable Accommodations to the interview scheduler at the time the interview is being scheduled. You may direct any additional questions regarding Reasonable Accommodations or Equal Employment Opportunity for this position(s) to the Department's EEO Office.

**EEO Contact:**

Human Rights Office  
(916) 653-8148  
[Sharon.Comas@parks.ca.gov](mailto:Sharon.Comas@parks.ca.gov)

***California Relay (Telephone) Service for the Deaf or Hearing Impaired: From TDD phones: (800) 735-2929, from voice phones: (800) 735-2922***