

# CEA



## CAREER EXECUTIVE ASSIGNMENT

**Release Date: 12/19/2014**

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.*

### EXAMINATION ANNOUNCEMENT

**DEPARTMENT:** Parks and Recreation

**POSITION TITLE:** Chief, Northern Field Division and Chief, Southern Field Division – Park Operations (2 positions)

**SALARY:** CEA (Level A) \$6,296 - \$9,051 / Month  
(A salary above the maximum up to \$12,173 may be granted with CalHR approval)

**FINAL FILING DATE:** January 9, 2015

### POSITION DESCRIPTION

Both of these Division Chiefs are responsible to implement the general policies established by the Director and the State Park and Recreation Commission, and establish operating procedures consistent with those policies; plan, organize and direct the operation of the units of the State Park System (SPS) within the Division's districts; and manage all Division programs for park operations relating to public service, interpretation, preservation and protection of natural, historical and cultural resources, concessions, business management, public safety and law enforcement, facility and equipment management, and aquatic safety.

As part of the Director's Executive staff, advise and assist the Deputy Director, Park Operations (DD) in the formulation, administration and evaluation of departmental policy; consult with and advise the DD on the development of new programs; provide recommendations regarding the selection and priority of projects for acquisition and development; assist in the resolution of major acquisition, planning, development and operational problems; and represent the Department to local government officials and public groups. Peace Officer, Firefighter (POF) retirement will apply if selected incumbent is a Peace Officer. Position location will be determined once incumbent(s) are selected.

### MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

#### Either I

Must be a State civil service employee with permanent civil service status;

#### Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government Code Section 18990;

CEA (LEVEL A)  
**CHIEF, NORTHERN / SOUTHERN FIELD DIVISION – PARK OPERATIONS**

**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 Section 18992;

**Or IV**

Must be a person retired from the United State 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; coordinate Department's Five Year Infrastructure Plan for Capital Outlay needs; develop and coordinate Concept Papers, Capital Outlay Budget Change Proposals, Public Works Board submittals and Department of Finance approval packages; analyze, plan and assess ongoing Capital Outlay projects; coordinate infrastructure needs with park operations state-wide.

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 governmental 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 the above knowledge and abilities, candidates should also possess the following personal attributes: integrity; interpersonal sensitivity; strong communication and decision-making skills; strong organizational and leadership skills; the ability to effectively deal with situations requiring composure and self-control, tact and diplomacy.

When evaluating each candidate’s relative ability, as demonstrated by quality and breadth of experience, the factors listed below will provide the basis for competitively evaluating each candidate.

Supervisory/administrative experience in a managerial capacity at least equivalent to a Staff Services Manager I and above that includes the following:

1. The ability to manage a large park operations program and provide management advice to the Deputy Director for Park Operations on all phases of field operations including public safety, cultural and natural resource management and protection, interpretation, concessions, facility maintenance and general park administration.
2. Extensive knowledge of the State Park System, its facilities, and operations.
3. The ability to plan, organize, and direct a multidisciplinary professional, law enforcement, technical, and administrative staff and effectively carry out State and Departmental programs.
4. Demonstrated ability in negotiating with and preparing and making presentations to federal, state, local agencies, and special interest groups.
5. Experience in working with the medical, special interest groups, public and private agencies.
6. An understanding of the Department’s long-term strategy and objectives and the ability to reflect that understanding in continual improvement of external customer satisfaction.
7. The ability to use the principles and tools of quality management that contribute to the Department’s outcome based budgeting goals.

**EXAMINATION INFORMATION**

A minimum rating of 70% must be attained to obtain list eligibility. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the positions of **Chief, Northern Field Division and Chief, Southern Field Division – Park Operations**, with the **Department of Parks and Recreation**. Applications will be retained for twelve months.

This examination will consist of an application screening process conducted by a designated screening committee. Using predetermined evaluation criteria based on the minimum and desirable qualifications included within this examination bulletin, applicants will be competitively ranked according to their personal qualifications and experience as stated on their application, resume, and Statement of Qualifications. Therefore, it is imperative that applicants complete their application thoroughly and include specific details that address the minimum qualifications and desirable qualifications of this position.

Based on the competitive group, only the most qualified candidates may be scheduled for a hiring interview.

**FILING INSTRUCTIONS**

Applications postmarked, personally delivered, or received via interagency mail after the final filing date will not be accepted for any reason. Applications must have an original signature. Faxed or emailed applications will not be accepted for any reason.

**FILING INSTRUCTIONS- (Cont'd)**

**Interested applicants must submit:**

- A completed Standard State Application (Form 678) that clearly addresses your experience as it relates to the minimum and desirable qualifications. The application must include “to” and “from” employment dates, civil service class titles (if applicable), name and address of employer, and supervisor name and phone number.
- A resume with references.
- A “Statement of Qualifications” that describes your experience, education, training, knowledge, skills, and abilities as they relate to the desirable qualifications identified in this announcement. **Your responses to the desirable qualifications MUST be addressed in the same order as is listed above.**
- 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 2 pages in length, with standard margins and 12 point font size.**
- Resumes do not take the place of the Statement of Qualifications.
- Cover letters do not take the place of the Statement of Qualifications.
- Applicants who fail to submit a Standard State Application (Std. 678), the Statement of Qualifications, and a resume will be eliminated from the examination process.

**Applications must be mailed to:**

Department of Parks and Recreation  
Attention: Mike Sexton, Selections Unit  
P.O. Box 942896  
Sacramento, California 94296

Questions regarding this examination announcement should be directed to Mike Sexton at (916) 653-9604 or by email: [Mike.Sexton@parks.ca.gov](mailto:Mike.Sexton@parks.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 Department of Parks and Recreation 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.

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

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