

# CEA



## CAREER EXECUTIVE ASSIGNMENT

Release Date: August 17, 2016

*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, Northern Field Division – Park Operations

**SALARY :** CEA - \$6,453.00 - \$14,409.00 / Month

**FINAL FILING DATE :** August 31, 2016

### **DUTIES AND RESPONSIBILITIES:**

The Chief, Northern Division is responsible for the implementation of the general policies established by the Director and the State Park and Recreation Commission, and to establish operating procedures consistent with those policies; to plan, organize and direct the operation of the units of the State Park System within the Division; to manage all Division programs for park operations relating to public service, interpretation, resources and visitor protection, preservation of natural, historical and cultural resources, concessions, business management, safety and enforcement, facility and equipment management and aquatic safety. Districts assigned to the Northern Division include; Bay Area, Capital, Central Valley, Gold Fields, Monterey, North Coast Redwoods, Northern Buttes, Santa Cruz, Sierra, and Sonoma-Mendocino.

As part of the Director's Policy Staff, to advise and assist the Deputy Director in the formulation, administration and evaluation of departmental policy; to consult with and to advise the Deputy Director on the development of new programs; to provide recommendations regarding the selection and priority of projects for acquisition and development; to assist in the resolution of major acquisition, planning, development and operational programs; to represent the Department to local government officials and public groups.

### **MINIMUM 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.

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

**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 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 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:

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

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.

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

1. Demonstrated ability to manage a large park operation and provide management advice to the Deputy Director for Park Operations on all phases of field operations including public safety and law enforcement, cultural and natural resource management and protection, interpretation, concessions, facility maintenance and general park administration.
2. Extensive knowledge of the State Park System, its park units, facilities, and operations.
3. Demonstrated 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 experience in working with special interest groups, public and private agencies including, but not limited to, medical professionals, emergency services offices, law enforcement entities, fire departments, and regulatory agencies.
5. An understanding of the Department's long-term strategy, as well as, its transformation efforts and objectives and the ability to reflect that understanding in continual improvement of external customer satisfaction.

**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.

### **EXAMINATION INFORMATION:**

This examination will consist of an application screening process conducted by a designated screening committee. Using predetermined evaluation criteria based on the 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 desirable qualifications of this position.

If you meet the minimum requirements, you may take this examination, which is competitive. Possession of the entrance requirement 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.

### **FILING INSTRUCTIONS:**

**Interested applicants must submit the following:**

- A completed Standard State Application (Form 678).
- A resume with references.
- 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 longer than 2 pages in length, with standard margins and 12 point font size.

**Note:** Resumes do not take the place of the Statement of Qualifications. Applications submitted without a Statement of Qualifications will be eliminated from the examination process.

**Applications submitted or postmarked after the final filing date will not be accepted for any reason. Please mail applications to:**

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

**Note:** Do not send your application via office or interoffice mail. Applications received by this manner will not be accepted and cannot be returned pursuant to California Code of Regulations §174. 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.

Questions regarding this bulletin 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)

Questions regarding this position should be directed to Laurie Taylor at (916) 653-8288 or by email: [Laurie.Taylor@parks.ca.gov](mailto:Laurie.Taylor@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:**

Applications are available at Department of Parks and Recreation, California Department of Human Resources (CalHR) offices, local offices of the Employment Development Department, and online at [www.jobs.ca.gov](http://www.jobs.ca.gov)

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.

General qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Veterans' Preference: Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference is located on the Veterans' Preference Application (CalHR 1093), which is available at:

<https://jobs.ca.gov/job/veteransinformation>, and the Department of Veterans Affairs.

***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>