



California Energy Commission
CAREER EXECUTIVE ASSIGNMENT
JOB EXAMINATION ANNOUNCEMENT
JC-89559 - Chief Deputy Director
Final Filing Date: 12/19/2017

POSITION DETAILS

Job Code #: JC-89559
Position #(s): 535-150-7500-004
Working Title: Chief Deputy Director
C. E. A.
Classification: \$10,688.00 - \$12,136.00 C
of Positions: 1
Work Location: Sacramento County
Job Type: Career Executive Assignment - Non Tenured, Full Time

JOB DESCRIPTION AND DUTIES

Under the direction of the executive director, serves as the acting executive director in the director's absence; represents the executive director and the Energy Commission in meetings and hearings with the Legislature, Governor's Office, Natural Resources Agency and other agencies and organizations; has oversight responsibility for planning, organizing, and directing staff programs through the deputy directors and deputy division chiefs.

SPECIAL REQUIREMENTS

To be considered for this position, the California Energy Commission requires all applicants to submit the following items:

- A completed Standard State Application (Form 678)
- A Statement of Qualifications (SOQ), completed in the manner outlined in this posting.

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: 12/19/2017

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:

California Energy Commission
Attn: Selection and EEO Office
Conservation and Development Commission
1516 9th Street, MS-52
Sacramento, CA 95814

Address for Drop-Off Application Packages

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

Conservation and Development Commission
1516 9th Street, MS-52
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 - Along with your application and resume, you must submit a Statement of Qualifications (SOQ). An SOQ is a narrative discussion of a candidate's education, training, and experience that qualifies him/her for a specific position. **The SOQ must be no more than 2 pages in length, addressing each item listed below, with examples of what you have done to demonstrate your knowledge and abilities.** Please note that resumes do not take the place of the SOQ.
- Other - **If you have already applied for this CEA position, you do NOT need to reapply. We have your application and SOQ on file.**
- Resume is optional. It may be included, but is not required.

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 judgment, 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:

1. Ability to successfully represent the Energy Commission in meetings and contacts with top-level managers, private and public sector representatives, the Legislature, Governor's Office, and state, federal, and local government agencies, and keep them apprised of significant issues or concerns.
2. Integrity, reliability, and accountability.
3. Ability to recognize that people are a valuable resource; provide encouragement and direction to staff to motivate them to excel at their work; guide recruitment and retention policies/programs by identifying innovative ways to attract and retain highly qualified candidates; provide guidance for training program development staff to meet organizational objectives.
4. Five or more years of experience in management.
5. Demonstrated ability to use good judgment and make sound decisions in challenging, sensitive, or complex situations while maintaining tact, diplomacy, and discretion.
6. Knowledge of and experience with organizational strategic planning, human resource management, budgeting, the legislative process, and Equal Employment Opportunity laws.
7. Ability to communicate effectively.

EXAMINATION INFORMATION

THIS EXAMINATION WILL CONSIST OF AN APPLICATION AND STATEMENT OF QUALIFICATIONS (SOQ) WEIGHTED 100%.

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 be 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.energy.ca.gov>
- **Human Resources Contact:**
Human Resources Contact
(916) 653-6532
careers@energy.ca.gov
- **Hiring Unit Contact:**
Human Resources Contact
(916) 653-6532
careers@energy.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:

Christina Edwards
(916) 653-6532
christina.edwards@energy.ca.gov

- California Relay Service: 1-800-735-2929 (TTY), 1-800-735-2922 (Voice) TTY is a Telecommunications Device for the Deaf, and is reachable only from phones equipped with a TTY Device.

EQUAL OPPORTUNITY EMPLOYER

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.

