



## **Career Executive Assignment Chief, Wildlife Branch, CEA A (Sacramento)**

**FINAL FILING DATE – August 3, 2017  
(Application must be postmarked by this date)**

**SALARY RANGE: \$6647 - \$9555/month**

**SALARY RANGE: \$6647 - \$12,620/month\***

***\*(CEA's that supervise certain classes in the Environmental Scientist series may receive this Special Salary Adjustment)***

### **POSITION INFORMATION**

The **Chief, Wildlife Branch, CEA A**, under the direction of the Deputy Director, Wildlife and Fisheries Division, plans, organizes and directs an inter-disciplinary staff in the performance of a wide variety of complex and sensitive hunting, nongame, threatened and endangered wildlife species planning and management programs and directs the California Department of Fish and Wildlife (CDFW) lands management program. Working closely with regional staff and leadership, the Chief will be responsible for establishing hunting, trapping and CDFW lands regulations; wildlife investigations laboratory; and for developing, evaluating, and implementing Department policies and regulations for hunting, land, and species management.

***\*The salary for this position is approved up to the maximum of \$12,620 per month***

Additionally, the Chief, Wildlife Branch:

- Works with other State, Federal, Tribal, local government agencies, private organizations, and constituent groups to strategically develop and implement CDFW's hunting, land management, and sensitive species policies and programs.
- Manages Branch programs within fiscal resources and develops strategies to improve budget efficiency and alternative funding sources.
- Promotes CDFW's commitment to and accountability for the preservation and protection of the State's resources through fair and consistent application of laws and responsiveness to the public.
- Utilizes strong written, oral, and interpersonal communication skills to ensure continuing team development within the branch, the CDFW and constituency groups and inspires the use of these skills by staff.
- Participates as an active member of the CDFW executive team
- Achieves the goals and objectives of CDFW's strategic plan.
- Represents the CDFW on committees and task forces related to wildlife issues.

### **MINIMUM QUALIFICATIONS**

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

**NOTE:** Eligibility to take a CEA examination does not require current or past status in the California civil service system.

## KNOWLEDGE AND ABILITIES

Applicants must have the ability to evaluate and perform multiple leadership, administrative and policy influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

### **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; current leadership principles, program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management; equal employment opportunity and anti-discrimination programs.

### **Ability to:**

Plan, organize, and direct the work of multi-disciplinary professional and administrative staff; analyze scientific and 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 staff 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; prepare and review reports; and effectively contribute to the Department'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.

## EXAMINATION INFORMATION

### **Statement of Qualifications Process - Weighted 100%**

This examination consists of a Statement of Qualifications weighted 100%. The Statement of Qualifications will be reviewed by a screening committee using predetermined evaluation criteria based on the minimum and desirable qualifications. Applicants will be competitively ranked according to their education, training, experience, knowledge, skills and abilities. Candidates must obtain a minimum rating of 70% to obtain list eligibility. Candidates are notified in writing of his/her results. The Director or his designee may conduct hiring interviews before a selection is made.

## DESIRABLE QUALIFICATIONS (SCREENING CRITERIA)

Please submit a Statement of Qualifications which includes the following information:

- Knowledge of California's hunting, fishing, and environmental laws regulations, ecosystem management methodologies, fish and wildlife programs, and CDFW's overall mission.
- Knowledge of multi-species conservation planning and management.
- Knowledge of CDFW programs, policies, and procedures.
- Knowledge of program evaluation and development.
- Demonstrated knowledge and experience in budgetary management and development.
- Demonstrated ability to make sound fiscal decisions.
- Demonstrated leadership skills.
- Demonstrated administrative experience in formulating, implementing, and evaluating program policies.
- Supervisory experience directing professional and/or administrative staff.
- Experience working collaboratively with a variety of public, private, local, State, Federal, and Tribal government entities and stakeholders involved with California's fish and wildlife issues.
- Experience fostering a work environment that enhances recruitment and retention.

## FILING INSTRUCTIONS

INTERESTED APPLICANTS MUST SUBMIT:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement of Qualifications is a **narrative discussion** of how the candidate's education, training, experience and skills meet the minimum and desirable qualifications for this position. Include in your Statement of Qualifications **specific examples of your experience that demonstrates each of the screening criteria factors.**
- The Statement of Qualifications documents your ability to present information clearly and concisely in writing.
- Please note that the Statement of Qualifications will be the **only** tool used for determining your final score and rank on the eligible list.
- The Statement should clearly indicate "Statement of Qualifications" at the top of the page.
- The Statement of Qualifications should be typed, single-spaced on standard paper (8.5" x 11") and no more than two pages in length.
- You may submit a resume, but it does not take the place of the Statement of Qualifications.
- Applicants who do not submit a Statement of Qualifications or follow the filing instructions will be disqualified from the examination.

## FILING INSTRUCTIONS

Final File Date: August 3, 2017

The State Examination Application (Form STD 678) and Statement of Qualifications (if applicable) may be filed in person or by mail at:

Department of Fish and Wildlife  
Attention: Exam Unit  
1416 Ninth Street, Room 1217-B  
Sacramento, CA 95814

Applications must be POSTMARKED no later than the final filing date. Applications postmarked, personally delivered or received via inter-office mail after the final filing date will not be accepted for any reason.

## LENGTH OF LIST ELIGIBILITY

The results of this examination will only be used to fill the position of **Chief, Wildlife Branch, CEA A** and may be used to fill subsequent vacancies for this position for a period of up to 12 months. Standard State Applications (STD. 678) will be retained for 12 months. The department may elect to consider new applicants in addition to those previously screened.

## SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, mark the appropriate box on the application. The exam unit will contact you to make specific arrangements.

## GENERAL QUALIFICATIONS

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

## CONTACT INFORMATION

If you have any questions concerning the CEA examination or the testing process, you may contact Maria Luna, Exam Manager with the Department of Fish and Wildlife, Human Resources Branch at (916) 653-8120 or visit the Department of Fish and Wildlife website at [www.wildlife.ca.gov](http://www.wildlife.ca.gov).

## 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 to the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The Department of Fish and Wildlife reserves the right to revise the examination plan to better meet the Department's needs if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

**California Relay (Telephone) Service for the Deaf or Hearing-Impaired**  
**From TDD phones: 1-800-735-2929**  
**From voice phones: 1-800-735-2922**

## EEO STATEMENT

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.