



**Career Executive Assignment
Deputy Director, Ecosystem Conservation Division, CEA B
(CONTINUOUS FILING)**

SALARY RANGE: \$9625 - \$11,465/month

SALARY RANGE: \$9625 - \$13,781/month*

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

POSITION INFORMATION

The Deputy Director, Ecosystem Conservation Division (ECD), is responsible for setting policy, procedures, practices for the department's environmental regulatory programs, water use and management programs, statewide engineering, and climate science. The position serves as an integral member of the Department's executive and leadership teams, establishes, chairs, and advises ad hoc and standing policy and operational committees, and participates in select strategic planning and organizational teams advising the Director and Chief Deputy Director. The incumbent develops processes and policy for ensuring consistent statewide Department operations within these functional areas and resolves operations policy differences ensuring implementation of statewide programs consistent with division direction. The position also provides leadership and direction to three Branch Chiefs in the development and implementation of organizational structures and associated policies and defines statewide responsibilities and roles for implementing programs. The position coordinates with the Wildlife and Fisheries Division Deputy Director, Data & Technology Division Deputy Director, Administration Division Deputy Director, Law Enforcement Division Deputy Director and Regional Managers to promote integration of Department policies into operation of regional functions and programs. It provides direct management oversight of the Habitat Conservation Planning Branch, Water Branch, Watershed Restoration Grants Branch, Engineering, and Climate Science.

****The salary for this position is approved up to the maximum of \$13,781 per month***

Additionally, the Deputy Director, Ecosystem Conservation Division:

- Serves as the executive team and department-wide policy lead for administration of the California Endangered Species Act, Lake and Streambed Alteration Agreement, Timberland Conservation, Invasive Species, Natural Community Conservation Planning, Regional Conservation Investment Strategy; water use and policy programs, including the Water Storage Investment Program, California WaterFix, Central Valley Project Improvement Act Water Supplies, and water rights and quality support for the State Water Resources Control Board; habitat and watershed restoration policies and grants including meeting greenhouse gas reduction, climate adaptation, and water system restoration goals.
- Works closely with the Branch Chiefs, Regional Managers and other Deputy Directors, providing leadership and oversight of all aspects of branch operations including development and refinement of branch roles and responsibilities.
- Leads with ECD Branch Chiefs to develop, articulate, and implement policies related to all aspects of program operations including program staffing and funding alignment, setting funding and personnel priorities, management of Department lands and facilities, information and data technology systems related to biological resources, and defining branch functions.
- Represents the Department on selected Boards, Commissions, and before the legislature, and at conferences and meetings with various governmental and constituent organizations concerned with or affected by efforts to conserve fish and wildlife resources.
- May act on behalf of the Chief Deputy Director and Director representing the Department relating to issues or focus areas of top importance to the Department.

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:

Contemporary principles, practices, and trends of public administration, organizational vitality, and performance management and principles and application of leadership in large organizations with diverse employee, stakeholder, and public opinions and values.

Approaches to organizing and motivating groups, 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.

California ecosystems, natural communities, and ecological principles as they relate to program delivery and implementation through conservation planning, climate change adaptation, regulatory programs, wildlife and fisheries management, and aquatic systems.

The organization, roles, and functions of California State Government including the organization and practices of the Legislative and Executive Branches.

The relationship between various functions of the Executive Branch of state government (e.g., Governor's Office, California Natural Resources Agency, departments) the California legislature, and control agencies (e.g., Department of Finance) and the roles of those relationships in the state and department budget process.

Ability to:

Plan, organize, and direct the work of multi-disciplinary professional and administrative staff including delivering and evaluating program results, evaluating organizational structures, and motivating relatively large and diverse workforces towards achieving common goals.

Efficiently and effectively gather and synthesize information from a variety of sources to resolve highly complex policy and organizational issues. The Deputy Director must be able to provide succinct and relevant recommendations to the Director, Chief Deputy Director, and executive team on a wide range of topics often managing issue resolution on many topics with significant consequence of error simultaneously.

Identify issue areas or situations requiring management attention on a priority basis considering a range of factors including magnitude of program impact, emphasis by the executive team, political focus, and overall effects on the state Administration and resolve the highest priority issues in a complete and transparent manner.

Effectively communicate and promote effective communication within the Division and between the Division and other functions and Divisions in the Department. The Deputy Director represents division staff to the Executive Team and is accountable for communicating executive policies and practices throughout the division. Effectively contribute to the Department's equal employment opportunity objectives.

Through all of these abilities, gain the trust and confidence of the Executive Team, Chief Deputy Director, Director and staff with an emphasis on improving the function and operation of the Division and Department.

These knowledge and ability areas are expected to be obtained from experience in a variety of professional settings including state service, other government settings, or in a private organization leading a moderate to large team or organizational unit.

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.

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:

1. Knowledge of CDFW's programs, policies, procedures, and overall mission.
2. Demonstrated experience initiating, leading, and participating in collaborative planning or policy resolution efforts.
3. Knowledge of California's environmental laws and regulations; conservation planning and landowner incentive programs, the California Endangered Species Act, and other fish and wildlife programs emphasizing program development and evaluation.
4. Demonstrated experience working collaboratively with a variety of public, private, local, State, and Federal government entities and stakeholders involved with California's fish and wildlife issues.
5. Demonstrated ability to effectively identify and communicate/advise on complex emerging or developing issues and promptly resolve issues in a collaborative and effective way.
6. Demonstrated ability to manage multiple complex programs simultaneously.
7. Ability to create processes that foster an atmosphere of open communication to ensure frequent exchange of information.

FILING INSTRUCTIONS

INTERESTED APPLICANTS MUST SUBMIT:

- A "Statement of Qualifications". The Statement of Qualifications (SOQ) is a **narrative discussion** of how the candidate's education, training, experience and skills meet the minimum and desirable qualifications for this position. The SOQ serves as a documentation of each candidate's ability to present information clearly and concisely in writing. The SOQ must

specifically address the desirable qualifications listed above. When responding to these items, applicants must follow these guidelines.

- The SOQ should be typed in 12 point font, single-spaced on letter sized paper (8.5" x 11") and no more than three pages in length.
- Identify each page with the candidate's full name.
- Responses should be complete, responsive to the SOQ information in the job bulletin, specific, clear, concise and include examples.
- Resumes will not be considered a substitute for the SOQ.
- Application packages received without a SOQ responding to the 7 desirable qualifications will be rejected.
- Please note the SOQ will be the **only** tool used for determining your final score and rank on the eligible list.

FILING INSTRUCTIONS

CONTINUOUS FILING

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 **Deputy Director, Ecosystem Conservation Division, CEA B** 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 Matthew Hom, Exam Analyst 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.

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.