



## **Career Executive Assignment Chief, Watershed Restoration Grants Branch CEA A**

**FINAL FILING DATE – Until Filled**

**(Application must be postmarked by this date)**

**SALARY RANGE: \$6913-\$9937/month**

**SALARY RANGE: \$6913-\$13,125\*/month**

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

### **POSITION INFORMATION**

The **Chief, Watershed Restoration Grants Branch, CEA A**, under the general direction of the Deputy Director, Ecosystem Conservation Division, serves as a member of the department's leadership team, and participates in or advises standing or ad hoc policy and operations committees, and select strategic planning and organizational teams advising the deputy director or chief deputy. The incumbent identifies and directs development of statewide watershed restoration policies to meet California's greenhouse gas reduction, habitat and watershed restoration and statewide water system restoration goals as prescribed in state law and policy. The Chief ensures these policies meet department goals, vision and direction as implemented through comprehensive and integrated granting programs and will collaborate with and oversee consistent implementation of these policies across branches, regional offices and functions; and provides leadership and direction to managers and staff. The Chief advises the Deputy Director on complex emerging matters relating to watershed and habitat restoration; promotes and develops processes for accounting for carbon-equivalent sequestration and climate adaptation co-benefits for watershed restoration investments, and plans and monitors the successful design, selection, and implementation of the restoration projects. The position analyzes and resolves complex issues; delivers reports and presentations to the department's executive team, legislative representatives and high-level managers in the private sector, local governments, other departments and federal agencies; oversees preparation of Budget Change Proposals and other processes for modifying department functions; oversees department policy implementation related to major regulatory and statutory programs associated with watershed and habitat restoration; and is responsible for assisting with development of department and division budget and for direct management of the branch budget.

Additionally, the Chief, Watershed Restoration Grants Branch:

- Works with other State, Federal, and local government agencies, private organizations, and constituent groups to strategically develop and implement Department conservation policies and programs.
- Works closely with other Branches, Divisions and regional programs to develop, articulate, and implement policies related to all aspects of program operations including program integration, staffing and funding alignment, ensuring consistency, and strategic planning for program implementation.
- Leads grant planning, and administration, and implementation for Fisheries Restoration, Proposition 1, Cannabis, Forest, and Greenhouse Gas Reduction and other habitat and watershed related restoration grants.

- 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.
- Represents the CDFW on high-level task forces and committees, before the legislature, and at conferences and meetings with various governmental and constituent organizations related to land, water, marine, and fish and wildlife issues.
- Achieves the goals and objectives of the department's strategic plan.
- May serve in the absence of the Deputy Director with regard to policy decisions and program operations.
- Utilizes strong written, oral, and interpersonal communication skills to ensure continuing team development within the region, the department, and constituency groups and inspires the use of these skills by staff.

## 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 permanent status in the civil service.

## KNOWLEDGE AND ABILITIES

Applicants must have 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:

### 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 Regional Manager 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 Region and between the Region and other functions and Divisions in the Department. The Regional Manager represents regional staff to the Executive Team and is accountable for communicating executive policies and practices throughout the region. 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 Region 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 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

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

1. Demonstrated ability to effectively identify and communicate/advise on complex emerging or developing issues relating to the regions functions and promptly resolve issues in a collaborative and effective way.
2. Demonstrated ability in fostering leadership and creating an atmosphere in a professional environment of collaboration and performance and to lead multiple complex program areas simultaneously.
3. Demonstrated experience initiating, leading, and participating in collaborative efforts for program acceptance and delivery.

4. Knowledge of California's environmental laws and regulations, principles of wildlife and fisheries management, conservation planning and landowner conservation incentive programs.
5. 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.

## FILING INSTRUCTIONS

### INTERESTED APPLICANTS MUST SUBMIT:

- A completed Standard State Application (Form 678).
- 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 5 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

Final File Date: Until Filled

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, Watershed Restoration Grants 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 Elena Cano, 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](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.