



**Career Executive Assignment
ASSISTANT EXECUTIVE DIRECTOR,
WILDLIFE CONSERVATION BOARD, CEA A
FINAL FILING DATE – September 14, 2018
(Application must be postmarked by this date)**

SALARY RANGE: \$7,190 - \$10,334/month

SALARY RANGE: \$7190-\$13,650*/month

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

POSITION INFORMATION

The **Assistant Executive Director, Wildlife Conservation Board (WCB), CEA A**, is the second organizational level, works with and on behalf of the Executive Director of the WCB, and acts in their absence. The CEA fully participates in the implementation of WCB's strategic plan and manages program development policies and procedures for each emerging program function and provides direct oversight of all WCB programs to ensure compliance with statutory requirements and strategic plan objectives. The CEA functions as advisor to the Executive Director and WCB Board members and completes administrative projects and reports on a variety of WCB issues, as requested. This position requires frequent travel throughout the State of California.

Additionally, the Assistant Executive Director:

- Works with other State, Federal, and local government agencies, private organizations, and constituent groups to strategically develop and implement WCB's conservation policies and programs.
- Advises the Executive Director and the Governing Board regarding the implementation and evaluation of all WCB programs, with an initial emphasis on strategic plan implementation and responsible for ensuring budgetary needs are identified and performance measures are being utilized. Participates in all policy-making decisions.
- Responsible for implementing WCB's Strategic Plan as mandated by the State Administrative Manual and Government Code. Ensures the strategic objectives are being implemented as envisioned, the services provided meet WCB's mission, and that the conservation community and the broader public of California will have opportunities to provide input on the Strategic Plan's implementing actions.
- Works closely with the Department of Fish and Wildlife to coordinate conservation strategies and provide for program and project consistency related to wildlife and fishery resources. Responsible for the day-to-day management of WCB staff, both directly and through subordinate managers and ensures that both line and administrative programs meet all strategic objectives; directs, supervises and ensures proper training and evaluation of subordinate staff; assures that financial, human resources and other administrative requirements are satisfied. Oversees processes for WCB to award grants, provide technical assistance to constituencies and serve as facilitator to address complex local and regional issues.
- Represents the Executive Director and the Board at various meetings and activities throughout the State, including interaction with State, Federal and local government organizations, legislature and non-governmental stakeholder groups, and serves as Executive Director in his/her absence.
- Oversees WCB-wide service programs, such as information management, professional training and other cross-functional projects. Prepares or oversees special studies, reports and projects as requested by the Executive Director and/or the Board.

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:

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; 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 administrative policies, organization, procedures, and practices; communicate (written and verbal) clearly; 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; 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

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

- Knowledge of laws and regulations governing California's habitat.
- Knowledge of California's hunting, fishing, and environmental laws and regulations; ecosystem methodologies; current real estate issues; and fish and wildlife programs.
- Knowledge of CDFW & WCB programs, policies, procedures, and overall mission.
- Knowledge of program evaluation and development.
- Supervisory experience directing professional/administrative staff.
- Knowledge of multi-species conservation planning and management.

- Demonstrated knowledge and experience in budgetary management and development and ability to make sound fiscal decisions.
- Demonstrated leadership skills.
- Demonstrated experience in formulating, implementing, and evaluating program policies.
- 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.
- The Statement should clearly indicate "Statement of Qualifications" at the top of the page and be organized using the screening criteria in the order given above.
- 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 desirable qualifications in the order listed on the bulletin 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: September 14, 2018

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

DROP OFF:

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

MAIL TO:

Department of Fish and Wildlife
 Attention: HR – Exam Unit
 P.O. Box 944209
 Sacramento, CA 94244

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 **Assistant Executive Director, Wildlife Conservation Board, 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 Tanya Bell, 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.