



## **Career Executive Assignment Regional Manager, CEA A, Northern Region**

**FINAL FILING DATE – Until Filled**

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

**SALARY RANGE: \$7190-\$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 **REGIONAL MANAGER**, under the general direction of the Chief Deputy Director directs all aspects of regional operations, including personnel management, development of administrative and management procedures, policy implementation, oversight of estuarine and inland fish and wildlife management and conservation activities, restoration, and conservation programs, lands and hatcheries management and inventory, facilities oversight, water management, environmental review and permitting, conservation banking and planning, estuarine ecosystem management and monitoring, and public education, outreach, and access programs within the assigned geographic area.

Additionally, the Regional Manager:

- Works with other State, Federal, and local government agencies, tribal, private organizations, and constituent groups to strategically develop and implement CDFW's conservation policies and programs.
- Manages regional programs within fiscal resources and develops strategies to improve budget efficiency and alternate funding sources.
- Promotes CDFW's commitment to and accountability for the conservation 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, tribal and constituent organizations related to land, water, marine, and fish and wildlife issues.
- Achieves the goals and objectives of the CDFW's strategic plan.
- May serve in the absence of the Director or Chief Deputy Director with regards to policy decisions and program operations.
- Utilize strong written, oral, and interpersonal communication skills to ensure continuing team development within the region, the CDFW, 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:**

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, Tribal nations 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 California's hunting, fishing, and environmental laws and regulations; ecosystem assessment methodologies; conservation planning and land-owner incentive programs, water policy and laws, and fish and wildlife programs as related to non-native invasive species.

- Knowledge of CDFW's programs, policies, procedures, and overall mission.
- Knowledge of program evaluation and development.
- 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.
- Demonstrated ability to communicate clearly both verbally and in writing.
- Supervisory experience directing professional and/or administrative staff.
- 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.
- Ability to coordinate a large, complex project that includes multidisciplinary involvement by Department staff.

## 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: TBD

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 **Regional Manager, CEA A, Northern Region** 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 Christine Park, 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.