



**Career Executive Assignment
REGIONAL MANAGER, CEA A
FINAL FILING DATE – UNTIL FILLED
(Application must be postmarked by this date)**



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

SALARY RANGE: \$7,190 - \$13,913*/month

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

POSITION INFORMATION

The **Regional Manager, CEA A**, under the general direction of the Chief Deputy Director, directs and manages all aspects of regional operations including oversight of fish and wildlife conservation activities, restoration, and conservation programs, wildlife management, environmental review and permitting, conservation banking and planning, public education, outreach, and access programs within the assigned geographic area. The Regional Manager is responsible for overseeing the management and operation, staffing, and overall direction of hatcheries, facilities, and lands within the region's geographic span. In addition, the Regional Manager is responsible for personnel management, development of administrative and management procedures, and implementing administrative policies and procedures consistent with statewide requirements and standards. The Regional Manager is a member of the department Executive team and is responsible for active participation in Executive Team initiatives and programs.

The salary for this position is approved up to the maximum of \$13,913.

Additionally, the Regional Manager, CEA A:

- Applies current leadership principles resulting in the effective development of staff and the operation of the region and consistently reflects these principles in decision-making.
- 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.
- Works with other State, Federal, and local government agencies, private organizations, and constituent groups to deliver in a collaborative way a wide variety of fish and wildlife programs to stakeholders and the public consistent with the department's mission, priorities and programs in the State Wildlife Action Plan, California Water Action plan, and other relevant and appropriate planning constructs.
- Manages regional programs within fiscal resources and develops strategies to improve budget efficiency and assist in identifying 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.
- Ensures adherence to and consistency with all department and state policies relating to administrative, management and science functions within the region.
- Represents the CDFW on high-level teams and committees, before the legislature, and at meetings with various governmental and constituent organizations related to land, water, and fish and wildlife issues.
- May serve in the absence of the Director or Chief Deputy Director with regards to policy implementation and development, administrative procedures and program operations.

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:

- 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.

- 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.
- Demonstrated experience initiating, leading, and participating in collaborative efforts for program acceptance and delivery.
- Knowledge of California's environmental laws and regulations, principles of wildlife and fisheries management, conservation planning and landowner conservation incentive programs.
- 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 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 and be organized using the screening criteria in the order given above.
- 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: UNTIL FILLED

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** in the North Central Region and may be used to fill subsequent vacancies for this position statewide 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.