



## DEPARTMENT OF FORESTRY AND FIRE PROTECTION CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

|                        |  |                                    |                              |
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| <b>DEPARTMENT:</b>     | DEPARTMENT OF FORESTRY AND FIRE PROTECTION                     | <b>RELEASE DATE:</b>               | Monday, November 25, 2013    |
| <b>POSITION TITLE:</b> | ASSISTANT DEPUTY DIRECTOR, RESOURCE PROTECTION AND IMPROVEMENT | <b>FINAL FILING DATE:</b>          | Wednesday, December 11, 2013 |
| <b>CEA LEVEL:</b>      | CEA A  | <b>EXTENDED FINAL FILING DATE:</b> |                              |
| <b>SALARY RANGE:</b>   | \$10,404.00 - \$10,404.00 / Month                              | <b>BULLETIN ID:</b>                | 11212013_3                   |

### POSITION DESCRIPTION

Under the administrative direction of the Deputy Director for Resource Management, the Assistant Deputy Director, Resource Protection and Improvement plans, organizes, and gives functional and technical supervision for Forestry Assistance, Urban Forestry, and Forest Management programs statewide. The incumbent also serves as an advisor to the Directorate in the formulation, administration, and continuing evaluation of Department programs and policies within Resource Management. The Assistant Deputy Director, Resource Protection and Improvement coordinates programs with federal partners, develops reports, manages budgets, and creates Budget Change Proposals for programs. The incumbent makes presentations to the Board of Forestry, testifies at legislative hearings, and represents the Directorate before public and private groups as appropriate. The Assistant Deputy Director, Resource Protection and Improvement assures adherence to state law and audits field programs as needed.

This position qualifies for a recruitment and retention bonus of \$1,550.00 per month to competitors who currently receive this bonus.

### MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

#### Either I

Must be a current State civil service employee with permanent civil service status, as defined in Government Code Section 18546.

#### Or II

Must be a current or former employee of the Legislature, who resigned or was released from service within the last 12 months, and with two or more consecutive years of service as defined in Government Code Section 18990.

**Or III**

Must be a current or former nonelected exempt employee of the Executive Branch of **government** who resigned or was released from service within the last 12 months, and with two or more consecutive years of service (excluding those positions for which the salaries are set by statute) as defined by Government Code Section 18992.

**Or IV**

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code Section 18991.

**SPECIAL REQUIREMENTS**

The incumbent is required to be a Registered Professional Forester.

**KNOWLEDGE AND ABILITIES**

Applicants must demonstrate 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:

(1) 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; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze 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 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; and prepare and review reports; and effectively contribute to the department's or agency'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.

**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.

**CEA Level C** Responsible for extensive highly professional influence and contributes to program, policy, and the methods to provide professional services needed to set policies, to meet the mission of the State department and often exercising technical and or professional skills that are required at this level.

### **DESIRABLE QUALIFICATION(S)**

In addition to evaluating each candidate's relative ability, as demonstrated by the quality of breadth of experience, the following factors will be emphasized in competitively evaluating each candidate:

\*Demonstrated in-depth administrative and operational experience in areas related to forest, range, watershed, fire protection, fire prevention, and State and Federal forestry programs. (Qualifying experience in CAL FIRE is the type of administrative and program experience typically acquired at the Deputy Chief level or above.)

\*Demonstrated experience in the negotiation and implementation of cooperative contractual agreements.

\*Demonstrated ability in coordinating forest stewardship programs with other agencies, private landowners, public groups, and local officials.

\*Demonstrated ability to analyze complex issues and make recommendations reflecting the Department's programs dealing with Demonstration State Forests, Forestry Assistance, Urban Forestry, Environmental Compliance, and Vegetation Treatment.

\*Demonstrated ability to work with Directors, Deputy Directors, and Executive Officers from other state departments, boards, and commissions.

\*Demonstrated understanding and application of the Department's Strategic Plans.

\*Excellent interpersonal/communication skills and the ability to advise, consult, and work cooperatively with departmental staff, as well as legislators, Federal, State, and local government, and other public and private agencies.

\*Thorough knowledge of all Departmental policies, programs, budgets, and other fiscal matters regarding forest practice policies and issues, and the ability to advise the Deputy Director, Resource Management regarding these issues.

### **EXAMINATION INFORMATION**

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **ASSISTANT DEPUTY DIRECTOR, RESOURCE PROTECTION AND IMPROVEMENT**, with the **DEPARTMENT OF FORESTRY AND FIRE PROTECTION**. Applications will be retained for twelve months.

*The Results of this examination will be used only to fill this position and may be used to fill subsequent vacancies for this position for a period of up to twelve months.*

The examination process will consist of an application, resume, and Statement of Qualifications evaluation conducted by a screening committee. All interested applicants must file an "Examination and/or Employment Application (Std. 678), a resume, and a Statement of Qualifications. Applicants who do not complete the Statement of Qualifications (details below) and submit it with their application and resume will be eliminated from the examination process. The screening committee will compare each applicant's qualifications for the position against specific job-related evaluation criteria developed from the knowledge, skills, and abilities and the Desirable Qualifications contained in this examination bulletin. Based on the competitiveness of the group, the most qualified candidates may be scheduled for an interview as part of the examination process, if it is deemed necessary in order to make a selection.

Your signature on your application signifies that the information provided in your application, resume, and Statement of Qualifications is true and factual, and that any false, incomplete, or inaccurate statements may result in disqualification from the examination process.

## **FILING INSTRUCTIONS**

Interested applicants are required to submit:

\*An "Examination and/or Employment Application" (Std. 678) that clearly addresses your experience and job titles, names and addresses of employers, and periods of employment relevant to the Minimum Qualifications identified in this bulletin. Applications are available on the internet at: [www.jobs.ca.gov](http://www.jobs.ca.gov).

\*A resume outlining your most recent experience during the last ten (10) years working in CAL FIRE's major program areas or within similar local, State, or Federal program areas (e.g., Fire Protection, Resource Management, Office of the State Fire Marshal, etc.). Please be specific and provide the date(s) you worked in each program and the duties performed.

\*A Statement of Qualifications that responds to the following items of how your background meets the knowledge, skills, and abilities and the Desirable Qualifications cited in this examination bulletin. It is imperative that you refer to the Desirable Qualifications when responding to these items.

1. Please describe your in-depth administrative and operational experience in areas related to forest, range, watershed, fire protection, fire prevention, and State and Federal forestry programs.
2. Please describe your experience in the negotiation and implementation of cooperative contractual agreements.
3. Please provide examples of your ability to coordinate forest stewardship programs with other agencies, private landowners, public groups, and local officials.
4. Please provide examples of your ability to analyze complex issues and make recommendations reflecting the Department's programs dealing with Demonstration State Forests, Forestry Assistance, Urban Forestry, Environmental Compliance, and Vegetation Treatment.
5. Please provide examples of your ability to work with Directors, Deputy Directors, and Executive Officers from other state departments, boards, and commissions.
6. Please provide examples of your understanding and application of the Department's Strategic Plans.
7. Please provide examples of your interpersonal/communication skills and your ability to advise,

consult, and work cooperatively with departmental staff, as well as legislators, Federal, State, and local government, and other public and private agencies.

8. Please describe your knowledge of all Departmental policies, programs, budgets, and other fiscal matters regarding forest practice policies and issues, and your ability to advise the Deputy Director, Resource Management regarding these issues.

When preparing your Statement of Qualifications, please follow these guidelines:

\*The information you provide must be complete and presented in a clear and concise manner.

\*Your Statement of Qualifications must be typewritten with a font size no smaller than 10 pitch.

\*Limit your responses to no more than a total of four (4) typewritten pages.

\*Answer each numbered item separately and indicate the corresponding item number for each response. You may include multiple responses on a single page.

\*Within each response for items one (1) and two (2), you must include your State civil service classification(s) or position title(s) (private sector) held, the number of years performing the duties/tasks described, the organization(s) at which it was performed, and the size of staff managed and/or directly supervised.

\*When responding to item three (3), provide examples of your ability to coordinate forest stewardship programs with other agencies, private landowners, public groups, and local officials. In your response, include the programs planned or administered, who were the programs developed for, and what was the overall consensus/feedback from the audience? Please include your State civil service classification(s) or position title(s) and the organization(s) for the examples provided.

\*When responding to item four (4), provide examples of your ability to analyze complex issues and make recommendations reflecting the Department's programs dealing with Demonstration State Forests, Forestry Assistance, Urban Forestry, Environmental Compliance, and Vegetation Treatment. In your response, include the issues analyzed and recommendations made, who were the issues analyzed for, and what was the overall consensus/feedback from the audience? Please include your State civil service classification(s) or position title(s) and the organization(s) for the examples provided.

\*When responding to item five (5), provide examples of your ability to work with Directors, Deputy Directors, and Executive Officers from other state departments, boards, and commissions. In your response, include the purpose, who was the targeted audience, and what was the overall consensus/feedback from the audience? Please include your State civil service classification(s) or position title(s) and the organization(s) for the examples provided.

\*When responding to item six (6), provide examples of your ability to understand and apply the Department's strategic plans. Please include your State civil service classification(s) or position title(s) and the organization(s) for the examples provided.

\*When responding to item seven (7), provide examples of your interpersonal/communication skills and your ability to advise, consult, and work cooperatively with departmental staff, as well as legislators, Federal, State, and local government, and other public and private agencies. In your response, include the purpose, who was the targeted audience, and what was the overall consensus/feedback from the audience? Please include your State civil service classification(s) or position title(s) and the organization(s) for the examples provided.

\*When responding to item eight (8), describe your knowledge of all Departmental policies, programs, budgets, and other fiscal matters regarding forest practice policies and issues. How would you advise the Deputy Director, Resource Management regarding these issues?

Applicants must file their application, resume, and Statement of Qualifications with CAL FIRE either in person at 1300 "U" Street, Sacramento, California, or mail to P.O. Box 944246, Sacramento, California 94244-2460, Attention: LaWren Morrow, Examination Unit.

ALL APPLICATION MATERIALS MUST BE HAND DELIVERED TO OUR OFFICE NO LATER THAN 5:00 P.M. ON THE FINAL FILING DATE OF DECEMBER 11, 2013 OR POSTMARKED BY THE FINAL FILING DATE OF DECEMBER 11, 2013 TO BE CONSIDERED. APPLICATION MATERIALS HAND DELIVERED OR POSTMARKED AFTER THE FINAL FILING DATE WILL NOT BE ACCEPTED. APPLICATION MATERIALS WILL NOT BE ACCEPTED BY INTEROFFICE MAIL, ELECTRONIC MAIL (EMAIL), OR FACSIMILE. APPLICATIONS RECEIVED WITHOUT THE REQUIRED RESUME AND STATEMENT OF QUALIFICATIONS WILL NOT BE ACCEPTED.

If you are a military veteran, attach a legible copy of your Certificate of Release or Discharge from Active Duty (DD-214) or other official discharge documents.

### **Interested applicants must submit:**

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length and the font should not be smaller than 10 pitch
- Resumes do not take the place of the Statement of Qualifications.

### **Applications must be submitted by the final filing date to:**

DEPARTMENT OF FORESTRY AND FIRE PROTECTION, Human Resources - Exam Unit  
P.O. Box 944246, Sacramento, CA 94244-2460  
LaWren Morrow | (916) 445-0500 | lawren.morrow@fire.ca.gov

### **SPECIAL TESTING**

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

### **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 with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The DEPARTMENT OF FORESTRY AND FIRE PROTECTION reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

**Class specs:** [CEA and Exempt Appointees](#)