



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.

DEPARTMENT:	DEPARTMENT OF FORESTRY AND FIRE PROTECTION	RELEASE DATE:	Thursday, June 23, 2011
POSITION TITLE:	Assistant Deputy Director, Labor and Human Resource Management	FINAL FILING DATE:	Thursday, July 7, 2011
CEA LEVEL:	CEA 2	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 7,815.00 - \$ 8,616.00 / Month	BULLETIN ID:	11092010_5

POSITION DESCRIPTION

The Assistant Deputy Director, Labor and Human Resource Management, under the administrative direction of the Deputy Director for Management Services, is responsible for the development, recommendation, and implementation of policies relative to the California Department of Forestry and Fire Protection's (CAL FIRE's) Labor Relations and Human Resources programs. The incumbent reports directly to the Directorate on sensitive labor relations issues that affect CAL FIRE's operations and may act for the Deputy Director for Management Services in his/her absence.

The incumbent manages CAL FIRE's Labor Relations program and serves as CAL FIRE's chief liaison with the labor unions. Labor Relations staff is responsible for administering CAL FIRE's thirteen (13) collective bargaining agreements. The Department is the exclusive user for Bargaining Unit 8 - CDF Firefighters. Within the Human Resources program, the incumbent serves as management's liaison in communicating with control agencies to address and resolve critical and sensitive issues. He/She directs the development and implementation of policies, procedures, and programs related to human resource management.

The incumbent oversees the development, establishment, and implementation of policies and procedures within the Employee Services program in support of peer-support, counseling, and substance abuse services for Departmental employees. He/She ensures the coordination of services with management at the region, unit, and station levels. The incumbent is a member of the Department's Management Council and the California Fire Fighter Joint Apprenticeship Committee and is the key liaison with the unions, Department of Personnel Administration (DPA), State Personnel Board (SPB), and the State Controller's Office (SCO).

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 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 § 18991.

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 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

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 experience in a managerial capacity with responsibility for program administration and policy development.
- *Demonstrated experience in the field of Labor Relations (e.g., recommend bargaining policy positions and strategies, oversight of investigations and mediation for grievances, unfair labor practices, and arbitrations).
- *Demonstrated ability to successfully apply motivational and negotiating skills.
- *Knowledge of and skill in directing all facets of effective Human Resources management (e.g., classification and pay, examinations, transactions, policy and project services, health and fitness, and worker's compensation).
- *Excellent interpersonal/communication skills and the ability to develop cooperative working relationships with high-level Department officials; ability to represent the Department in resolution of critical and sensitive issues with DPA, SPB, SCO, all employee groups and unions, and other government agencies and committees affiliated with labor and human resource policies and direction.
- *Demonstrated leadership skills to foster positive working relationships with multi-disciplinary staff for successful performance in the workplace.

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, Labor and Human Resource Management**, 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.spb.ca.gov.

*A resume outlining your most recent experience during the last ten (10) years working in the field of Labor Relations (e.g., recommend bargaining policy positions and strategies, oversight of investigations and mediation for grievances, unfair labor practices, and arbitration) and directing all facets of Human Resources programs (e.g., classification and pay, examinations, transactions, policy and project services, health and fitness, and workers compensation).

*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 succinctly describe your experience providing policy and program development, administration, and monitoring that is relevant to this position of Assistant Deputy Director, Labor and Human Resource Management.
2. Please describe your experience administering and negotiating collective bargaining agreements and your ability to work in a bargaining team environment.
3. Please provide specific examples of where you have worked with management, employees, and union officials on a professional level to resolve significant labor issues in high conflict situations and describe the outcome of those interactions.
4. Please provide examples that demonstrates your skill to organize and motivate employees, direct the work of multi-professional and administrative staff, and your ability to create a positive-working atmosphere that contributes to the overall goals and objectives for the organizations you have worked.
5. Effective communication, both in oral and written forms, is an essential function for this position. What strengths do you possess to represent CAL FIRE before other State Departments, control

agencies (e.g., DPA, SPB, and SCO), and union officials to carry out the mission of the Department?

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) through four (4), 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 five (5), provide examples of the strengths you possess to communicate effectively, either in oral or written form, and how you have applied them in past experiences. 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.

Applicants must file their application, resume, and Statement of Qualifications with the California Department of Forestry and Fire Protection (CAL FIRE) either in person at 1300 "U" Street, Sacramento, California, or mail to P.O. Box 944246, Sacramento, California 94244-2460, Attention: Rosalie Turbeville, Examination Unit.

ALL APPLICATION MATERIALS MUST BE RECEIVED IN OUR OFFICE NO LATER THAN 5:00 P.M. ON THE FINAL FILING DATE OF JULY 7, 2011 TO BE CONSIDERED. APPLICATION PACKAGES WILL NOT BE ACCEPTED VIA INTEROFFICE MAIL. POSTMARKS WITH THE FINAL FILING DATE WILL NOT BE ACCEPTED UNLESS RECEIVED IN OUR OFFICE BY 5:00 P.M. ON THE FINAL FILING DATE. APPLICATIONS RECEIVED IN OUR OFFICE AFTER 5:00 P.M. ON THE FINAL FILING DATE WILL NOT BE ACCEPTED. FACSIMILE OR ELECTRONIC (EMAIL) APPLICATION PACKAGES WILL NOT BE ACCEPTED. 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 (DD214) 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 four pages in length and the font should not be smaller than 10 pitch.
- Resumes do not take the place of the Statement of Qualifications.
- A resume outlining your most recent experience during the last ten (10) years working in the

field of Labor Relations and directing all facets of Human Resources programs.

- When preparing your resume, please be specific and provide the date(s) you worked in each program and the duties performed.

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
Rosalie Turbeville | (916) 445-7909 | rosalie.turbeville@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: <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>