



WATER RESOURCES CONTROL BOARD, STATE CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

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. 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:	WATER RESOURCES CONTROL BOARD, STATE	RELEASE DATE:	Monday, February 23, 2015
POSITION TITLE:	ASSISTANT EXECUTIVE OFFICER, NORTH COAST REGIONAL WATER QUALITY CONTROL BOARD	FINAL FILING DATE:	Friday, March 13, 2015
CEA LEVEL:	CEA A	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 6,173.00 - \$ 8,874.00 / Month	BULLETIN ID:	02232015_1

POSITION DESCRIPTION

Under the general direction of the Executive Officer, and consistent with good customer service practices and the goals of the State and Regional Water Board's Strategic Plan, the Assistant Executive Officer of the North Coast Regional Water Board is expected to be courteous and provide timely responses to internal/external customers, to follow through on commitments, and to solicit and consider internal/external customer input when completing work assignments.

The Executive Officer and the Assistant Executive Officer (AEO) function as the executive management team for the Regional Water Board. The position requires policy involvement with various governmental and non-governmental agencies, business and environmental organizations, the media, and the public. The AEO is responsible for budget and personnel management, for tracking overall performance of the organization, and for expanding employee and organizational skills to provide consistently high quality, responsive customer service in the North Coast Board's activities. The AEO supervises three division chiefs and a Staff Services Manager, and oversees all regulatory functions of the organization. The AEO is also the lead for enforcement activities and functions as the Chief of the region's Prosecution Team on enforcement matters. The AEO will continuously strive to improve customer service and compliance assistance through improved business practices, guidance, public education, and outreach efforts.

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.

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)

1. Demonstrated management experience.
2. Demonstrated success in leadership.
3. Knowledge of water quality and environmental principles and their application as it relates to the full range of Regional Water Board programs.
4. Knowledge and understanding of the critical issues confronting the Water Boards with particular emphasis on nonpoint sources of pollution.
5. Possession of a Bachelor's Degree in environmental, sanitary, civil or chemical engineering; biological, environmental, or physical sciences, including geology; public or business administration; law or a field related to any of the foregoing.
6. Demonstrated knowledge and experience with business processes, streamlining, and increasing productivity.
7. Ability to lead and oversee a high profile office and to organize, direct, and assign staff in the development and implementation of policies and programs.
8. Ability to facilitate highly sensitive communication to enable problem solving and decision-making among multi-disciplinary staff including engineers, scientists, geologists, attorneys, and information technology professionals.
9. Ability to interact and communicate effectively with high-level management.
10. Demonstrated ability to develop and maintain cooperative and collaborative relationships both within an organization and with outside partners.
11. Demonstrated ability working for or with a governing Board.
12. Experience that demonstrates the ability to communicate with, and gain the confidence of policy-level State and Federal officials, local governments, special interest groups, and the general public.
13. Ability to recognize and understand the California state political environment and consequences of policy actions.
14. Possession of personal characteristics including integrity, initiative, dependability, tact, sound judgment and adaptability, as well as a strong customer service focus.

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 EXECUTIVE OFFICER, NORTH COAST REGIONAL WATER QUALITY CONTROL BOARD**, with the **WATER RESOURCES CONTROL BOARD, STATE**. 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.

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 incorrect statements may result in disqualification from the examination process.

The examination process will consist of an application, resume, and a Statement of Qualifications evaluation conducted by a screening committee. The Statement of Qualifications will be used to evaluate your education and experience as it relates to the "Desirable Qualifications" as listed above. The Statement of Qualifications may be the only basis for your final score and rank. Interviews may be conducted as part of the examination process. (Hiring interviews may be conducted with only the most qualified candidates if it is determined necessary in order to make a selection.)

On your Statement of Qualifications you must list each "Desirable Qualification" and describe your experience, knowledge and abilities as they relate to the Desirable Qualifications section of this bulletin. Provide specific examples for each Desirable Qualifications factor. The Desirable Qualification factors must be addressed in the same order as listed.

FILING INSTRUCTIONS

Applicants who fail to submit all the required documents will be eliminated from the examination. Statement of Qualifications submitted without specific examples for each Desirable Qualification factor will be given a disqualifying score.

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 with a font no 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:

WATER RESOURCES CONTROL BOARD, STATE, Human Resources Branch/Examination Unit
1001 I Street, 18th Floor, Sacramento, CA 95814
Nubia Santos | 916-341-5109 | nubia.santos@waterboards.ca.gov

ADDITIONAL INFORMATION

Interested applicants must submit the required documents to above address PRIOR TO THE

CLOSE OF BUSINESS, 5:00pm on March 13, 2015, the final filing date.

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 WATER RESOURCES CONTROL BOARD, STATE 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](#)