



# CEA

## CAREER EXECUTIVE ASSIGNMENT

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE 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:** CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

**POSITION TITLE:** CEA 2, MANAGEMENT AND STAFF SERVICES BRANCH  
ADMINISTRATION DIVISION

**SALARY:** \$7815 - \$8616

**FINAL FILE DATE:** AUGUST 22, 2008

### DUTIES AND RESPONSIBILITIES

Under the general direction of the Deputy Director, Administration Division, the Chief of the Management and Staff Services Branch (MSSB) is responsible for a variety of support services to all units in the Department. These services as well as the policies necessary to implement them include regulations development, public inquiry and response, purchasing and property, facilities services, telecommunications, health and safety, and the administration of the federal and state mandated disaster and emergency response/recovery programs, including four disaster response and recovery programs delegated to the Department of Social Services by the Governor's Office of Emergency Services (OES). These are the Mass Care and Shelter Services Program, the State Supplemental Grant Program, the California Group Repatriation Program, and the Continuity of Operations and Continuity of Government Plan. In addition, the Chief plans, organizes and directs the work of three bureaus in the Branch: the Administrative Services Bureau, the Disaster and Client Services Bureau and the Business Services Bureau. The Administrative Services Bureau and the Business Services Bureau provide services that support the entire department in multiple locations across the state.

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**SEE NEXT PAGE FOR ADDITIONAL INFORMATION**

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## **EXAMINATION INFORMATION**

The examination process will consist of a screening committee established to screen the application and one-page statement of qualifications. The minimum qualifications and desirable qualifications listed on this bulletin will be used to screen the application and one-page statement of qualifications. Therefore, it is critical that each applicant includes specific information on how his/her background, knowledge, and abilities meet the minimum qualifications and desirable qualifications. Based on the screening committee's evaluation of the competitive group, interviews will be conducted with the most qualified candidates. A qualifications appraisal panel will ask qualified applicants a number of pre-determined questions. It is anticipated that examination interviews will be held during August/September 2008. Candidates will be ranked competitively, and each candidate shall be notified in writing of his/her examination results. The results of this examination may be used to fill subsequent vacancies for this position within twelve months or longer, or a new examination may be scheduled. Candidates in the top three ranks may be invited to a hiring interview.

## **MINIMUM QUALIFICATIONS**

Applicants must meet the following qualifications:

Either I

Must be a civil service employee with permanent civil service status.

Or II

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990.

Or III

Must be a non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code Section 18992.

## **DESIRABLE QUALIFICATIONS**

- a. Knowledge in disaster/emergency management planning including principles of the Standardized Emergency Management System and the complementary agencies that play a role in a natural or man made disaster situation, and be prepared to function in a leadership capacity.
- b. Ability to take immediate action and become a key leader in the event of a national/state declared emergency or disaster and maintain this role until the situation has been resolved.

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**SEE NEXT PAGE FOR ADDITIONAL INFORMATION**

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**DESIRABLE QUALIFICATIONS (CONTINUED)**

- c. Ability to clearly and succinctly present the Administration's policy positions and be perceived as a credible advocate for the Department.
- d. Ability to exercise discretion in providing sensitive emergency preparedness and business operational information for release outside the Department.
- e. Ability to monitor multiple fast-paced, high priority projects and programs, and take appropriate action to keep the projects and programs on course.
- f. Ability to effectively apply leadership principles and techniques within a large work group.

In addition, applicants must demonstrate the ability to perform high-level 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; personnel management techniques; the Department's Equal Employment Opportunity objectives; and a manager's role in the Equal Employment Opportunity Program and the processes available to meet Equal Employment Opportunity objectives.
- (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 relationship with representatives of all levels of government, the public, and the Legislative 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.

The knowledge and abilities indicated above for the **CEA 2** level are expected to be obtained from the following kinds of experience which may have been paid or volunteer, in state service, other government settings, or in a private organization.

All interested applicants must file both of the following documents:

1. A Standard State Application (STD 678), specifying the examination you are applying. List the civil service classifications and dates of experience, **and**
2. A one-page Statement of Qualifications, a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications to qualify for the position. Do not assume the rating panel members will be knowledgeable of a specific program or organization.

**Applicants who fail to submit a one-page Statement of Qualifications will be eliminated from the examination. Resumes are optional and do not take the place of the one-page Statement of Qualifications.**

Submit these documents to: California Department of Social Services  
Personnel Bureau, Exam Unit  
744 P Street, MS 15-59, Room 1516  
Sacramento, CA 95814

Applications must be postmarked **no later than** the final file date of **August 22, 2008**. Applications postmarked, personally delivered, or received via interoffice mail after the final file date will not be accepted for any reason.

Questions concerning the exam process should be directed to Estela Hernandez,  
at (916) 654-9563.

Questions regarding the position should be directed to Rebecca McCann,  
at (916) 657-3266.