



## 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.

### EXAMINATION ANNOUNCEMENT

**DEPARTMENT:** CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

**POSITION TITLE:** CEA 2, CHIEF, FISCAL SYSTEMS AND ACCOUNTING BRANCH  
ADMINISTRATION DIVISION

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

**FINAL FILE DATE:** JULY 14, 2008

### DUTIES AND RESPONSIBILITIES

Under the general direction of the Deputy Director, Administration, the CEA 2 is the Chief of the Fiscal Systems and Accounting Branch, which is comprised of three bureaus: the Financial Services Bureau, the Fund Accounting and Reporting Bureau, and the Fiscal Systems Bureau. The CEA is responsible for the overall direction of the Branch through subordinate managers including one Supervising Administrative Analyst (Accounting Systems), two Accounting Administrator II's, and 108 total staff.

The Chief, Fiscal Systems and Accounting Branch is the chief accounting officer for the Department and as such is responsible for managing the entire departmental accounting system, as well as managing the fiscal policy/procedures which govern local agency budgeting and accounting systems. The CEA directs all of the accounting functions which include the more complex features such as: cost accounting, grant accounting, cash management, reimbursement control, systems analysis and design, trust accounting, revenue accounting, receivable control, Federal Grant management and fiscal control reconciliation and reporting. This position is also responsible for maintenance of fiscal policy and procedures for the Department, its contractors, and County Welfare Departments, for establishing and exercising controls and accountability for Federal and State funds, directing the maintenance of the Department's program cost accounting system (CALSTARS), development of new systems to meet emerging needs, and formulating policies for the effective management of activities mandated by the various control agencies.

### EXAMINATION INFORMATION

The examination process will consist of a screening committee established to screen the application and one-page summary of qualifications. The minimum qualifications and desirable qualifications listed on

---

**S E E N E X T P A G E F O R A D D I T I O N A L I N F O R M A T I O N**

---

this bulletin will be used to screen the application and one-page summary 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. A qualifications appraisal panel will ask qualified applicants a number of predetermined job-related questions. 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 predetermined job-related questions. It is anticipated that examination interviews will be held during **July/August 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 18992.

### **DESIRABLE QUALIFICATIONS**

Applications will be screened on the basis of knowledge, experience and potential to meet the following desirable qualifications:

- a. Knowledge of the organization and functions of the California Department of Social Services programs.
- b. Experience in accounting and fiscal systems and policy, including federal cost allocation principles.
- c. Skills and abilities to ensure that accounting systems developed and implemented meet departmental management needs, state control agency requirements and the federal government requirements.
- d. Skills and abilities to ensure adequate system of internal controls to properly safeguard the Department's and State's assets and ensure that sound cash management practices are utilized in the administration of all the Department funds.
- e. Administrative experience in dealing with officials at the Federal, State, and County levels.
- f. Knowledge of the State budget development process, including local assistance subventions.
- g. 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

---

**S E E N E X T P A G E F O R A D D I T I O N A L I N F O R M A T I O N**

---

**DESIRABLE QUALIFICATIONS (Continued)**

motivating staff and groups; knowledge of the legislative process; methods of administrative problem solving; principles and practices of policy formulation and development; human resources 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 relationships 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:

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

**FILING INFORMATION**

All interested applicants must submit:

1. An original Application for Examination (STD 678), specifying for which examination you are applying. List the civil service classifications and dates of experience, **and**
2. A Summary of Qualifications. The summary of Qualifications is a discussion of the candidate's education and experience that would qualify him/her for this position, related to the Minimum Qualifications, Knowledge and Abilities, and Desirable Qualifications. The Summary of Qualifications should be **no more than one-page in length**.

**APPLICANTS WHO FAIL TO SUBMIT A ONE-PAGE SUMMARY OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION. RESUMES ARE OPTIONAL AND DO NOT TAKE THE PLACE OF THE ONE-PAGE SUMMARY OF QUALIFICATIONS.**

Send 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 **July 14, 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 Lisa Hudson, at (916) 657-3473.

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