FAIR EMPLOYMENT AND HOUSING, DEPARTMENT OF
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 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: FAIR EMPLOYMENT AND HOUSING, DEPARTMENT OF | RELEASE DATE: Friday June 16, 2017 |
| POSIiTION TITLE: Deputy Director of Enforcement | FINAL FILING DATE: Monday, July 10, 2017 |
| CEA LEVEL: CEA Level B | EXTENDED FINAL FILING DATE: |
| SALARY RANGE: $ 6,647 - $15,129/ Month | BULLETIN ID: JC-69072 |

POSITION DESCRIPTION

Under the general direction of the Director and the Chief Deputy Director of the Department of Fair Employment and Housing (DFEH), the Deputy Director of Enforcement is responsible for leading the Department’s Enforcement Division (Division). This includes overseeing the performance of the division and making changes to processes, policies, and systems in order to ensure performance targets are met, establishing and maintaining the tools, training and practices needed to foster high levels of staff engagement and productivity, and creating/supporting a work environment consistent with the Department’s core values. The Deputy Director of Enforcement exercises broad responsibility over his/her division and serves as a member of the Department’s Executive Team.

The Enforcement Division within DFEH receives, processes, investigates and conciliates complaints of discrimination, harassment and retaliation in employment, housing and by business establishments as well as complaints of hate violence and human trafficking. Investigations are conducted pursuant to state civil rights laws and may also be conducted pursuant to federal civil rights laws under work-sharing agreements with the U.S. Equal Employment Opportunity Commission and the U.S. Department of Housing and Urban Development.
MINIMUM QUALIFICATIONS

CEA examinations are open to all applicants who possess the knowledge and abilities, and any other requirements as described in the examination bulletin. Eligibility to take a CEA examination does not require current permanent status in civil service.

KNOWLEDGE AND ABILITIES

Applicants must possess the ability to perform high administrative and policy-influencing functions effectively. Such overall ability is demonstrated by the following more specific knowledge and ability requirements:

(a) 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 or agency's equal employment opportunity objectives; and a manager's role in the equal employment opportunity program.

(b) 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 or agency's equal employment opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

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

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

CEA Level C. 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)

A. Commitment – A strong desire to uphold the civil rights laws enforced by the Department of Fair Employment and Housing; a commitment to justice and fairness

B. Leadership - Ability to embrace a leader's role and continuously model the behaviors, traits, values and characteristics of a successful leader, which includes: integrity, accountability and ethical behavior; promote the mission and vision of the Department; set and attain goals; create a clear sense of purpose; manage change; be creative and innovative; and plan strategically.

C. Communication Skills - Ability to present information and express ideas in a clear, confident and convincing manner; and to receive, attend to, interpret and respond in ways that are appropriate to listeners and situations.

D. Decision Making - Ability to make informed decisions via objective data, research and analysis; and input from team members and key stakeholders; make difficult decisions in accordance with good public policy and an understanding of consequences of actions.

E. Team Work - Ability to continuously inspire, motivate, and coach diverse work teams to achieve goals; collaborate to achieve common goals and objectives; utilize effective consultation and negotiation skills, and create a work culture that attracts and retains diverse and talented people.

F. Public Service Orientation – An understanding of the importance of customer service and the need to be timely and accurate in addressing stakeholder needs; the importance of representing the department in a professional and respectful manner.

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 Deputy Director of Enforcement, with the FAIR EMPLOYMENT AND HOUSING, DEPARTMENT OF. Applications will be retained for twelve months.

The examination process will consist of an application and Statement of Qualifications screening committee. All interested applicants must file a Standard State Application (STD. 678), a resume, and a Statement of Qualifications. All applications/resumes must include "to" and "from" dates (month/day/year). The screening committee will compare each applicant’s qualifications for the position against specific job-related evaluation criteria developed from the minimum qualifications and desirable qualifications. Based on the competitiveness of the group, the most qualified candidates may be scheduled for an interview as a part of the examination process.
FILING INSTRUCTIONS

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 using Arial 11 font and no more than one page in length per statement.
- Resumes do not take the place of the Statement of Qualifications.

Applications must be submitted by the final filing date to:

FAIR EMPLOYMENT AND HOUSING, DEPARTMENT OF, Human Resources
2218 Kausen Drive, Suite 100, Elk Grove, CA 95758
Amy Duarte | (916) 585-7124 | amy.duarte@dfeh.ca.gov

ADDITIONAL INFORMATION

Applications must be received or postmarked by 5:00 PM on July 10, 2017, the final filing date. Any applications received after 5:00pm on this date, will not be accepted. In addition, faxed and emailed applications will not be accepted.

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 FAIR EMPLOYMENT AND HOUSING, DEPARTMENT OF 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.

California Relay (Telephone) Service for the Deaf or Hearing Impaired: From TDD phones: (800) 735-2929, from voice phones: (800) 735-2922

Class specs: http://www.calhr.ca.gov/state-hr-professionals/Pages/7500.aspx
Statement of Qualifications (SOQ)

Applications received without an SOQ will not be considered.

In addition to evaluating each candidate’s relative ability, as demonstrated by quality and breadth of experience, the following factors will provide the basis for competitively evaluating each candidate:

- The SOQ should be numbered in the same order and should address the six statements below.
- The SOQ should be typed in 11 point font, single-spaced, on letter sized paper (8.5" x 11"), and limited to one page per item, no more than six pages in length.
- Identify each page with his/her full name.
- Responses should be complete, specific, clear, concise, and include examples.
- Resumes will not be considered a substitute for the SOQ.

For each of the statements below, please provide specific examples of your experience in the relevant areas. Include a discussion of pertinent issues, course of action, outcome and measurements of success.

1. Sufficient knowledge of the Department of Fair Employment and Housing and its functions, and why you are interested in the Deputy Director of Enforcement position.

2. Experience in which you created an effective and highly motivated team with a strong focus on service and outcomes.

3. Demonstrated experience of your ability to think strategically including identifying areas of improvement and implementing effective solutions.

4. Experience in developing and implementing policies for a program or organization.

5. Demonstrated experience communicating with and gaining the confidence and support of executive leadership, control agencies, and stakeholders on complex and sensitive issues.

6. Experience in creating a healthy work environment within a program/organization that engenders employee engagement and retention.