



**DEPARTMENT OF FAIR EMPLOYMENT AND HOUSING
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	RELEASE DATE:	11/29/18
POSITION TITLE:	Deputy Director of Administration	FINAL FILING DATE:	Until Filled
CEA LEVEL:	CEA Level A	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 6,913.00 - \$15,885.00/ Month	BULLETIN ID:	JC-136107

THIS IS A RE-ADVERTISEMENT

Applicants who previously applied via the Job Bulletin posted on July 13, 2018 (JC# 118199) need not reapply.

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 Administration is responsible for leading the Department's Administrative Services Division. This includes overseeing the performance of the division and making changes to processes, policies, and systems in order to ensure excellent customer service and adherence to statewide policy and legal requirements, establishing and maintaining the performance standards, tools, training and practices needed to foster high levels of staff engagement and accountability, and creating/supporting a work environment consistent with the Department's core values. The Deputy Director of Administration exercises broad responsibility over his/her division and serves as a member of the Department's Executive Team.

The Administrative Services Division within DFEH provides administrative support to the entire Department within the context of applicable laws and statewide policies. Specific functions include human resources, budgeting and accounting, contracting and procurement, and facilities.

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 QUALIFICATIONS

- 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 include: integrity, accountability and ethical behavior; promoting the mission and vision of the Department; setting and attaining goals; creating a clear sense of purpose; managing change; taking initiative, being creative and innovative; and planning 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 and Taking Action – Ability to make informed decisions via objective data, research and analysis and input from team members and key stakeholders; exercise sound judgement and make difficult decisions in accordance with good public policy and an understanding of consequences of actions. The ability to work well under pressure, meet deadlines and adapt to changing priorities
- 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 as well as the importance of representing the department in a professional and respectful manner
- G. A broad knowledge of the State's Administrative policies and procedures
- H. Experience leading and managing one or more administrative functions at the departmental or program level

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 Administration**, 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 Examination/Employment Application (Form 678) (Rev 12/2017)
- 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 be typed using Arial 12 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 to:

DEPARTMENT OF FAIR EMPLOYMENT AND HOUSING
Attn: Human Resources - Cristina Granado
2218 Kausen Drive, Suite 100, Elk Grove, CA 95758
Cristina Granado | (916) 585-7125 | cristina.granado@dfeh.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 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 **must be** numbered in the same order and address the six statements below.
- The SOQ **must be** typed in Arial 12 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. Experience leading or managing administrative functions, including human resources, budgeting and accounting, contracting and procurement, and facilities.
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 accountability.