



CAREER EXECUTIVE ASSIGNMENT

DEPARTMENT: DEPARTMENT OF GENERAL SERVICES

POSITION TITLE: DEPUTY DIRECTOR, OFFICE OF SUSTAINABILITY
CEA LEVEL B

SALARY: \$8,985 – \$10,703 The salary may be extended up to \$14,409.00 for candidates who possess a license as a physician, attorney, or engineer.

FINAL FILING DATE: March 25, 2016

Applications (STD 678), resumes and Statements of Qualifications must be POSTMARKED no later than the final filing date. Applications, resumes and Statements of Qualifications personally delivered or received via interoffice mail after 5:00 p.m. on the final filing date will not be accepted for any reason. The examination title must be indicated on the application. **FAXED or EMAILED APPLICATIONS, RESUMES, AND STATEMENTS OF QUALIFICATIONS WILL NOT BE ACCEPTED.**

POSITION DESCRIPTION

Under the direction of the Directorate, the Deputy Director of the Office of Sustainability is responsible for ensuring the coordination of departmental programs and advise the DGS Executive Team, Government Operations Agency and the Governor's Office on matters of policy critical to the administration's development and execution of sustainability initiatives, particularly in the areas of greenhouse gas reductions, water conservation, LEED certification, zero-emission vehicles, and environmentally preferable purchasing and government transformation in the age of climate change.

[Click here for Duty Statement](#)

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.

IN ADDITION, APPLICANTS MUST MEET KNOWLEDGE AND ABILITY REQUIREMENTS

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

EXAMINATION INFORMATION

The examination process will consist of an application, resume, and Statement of Qualifications evaluation. The Statement of Qualifications will be used to evaluate your education and experience as it relates to the "Desirable Qualifications" listed below, and may also serve as documentation of each candidate's ability to present information clearly and concisely in writing since this is a critical factor for successful job performance. The Statement of Qualifications may be the only basis for your final score and rank on the eligible list.

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.)

All applicants will be notified of the results. The results of this examination may be used to fill subsequent vacancies in this position within the next 12 months. To obtain list eligibility, a passing score of 70 percent must be obtained.

DESIRABLE QUALIFICATIONS

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:

1. Experience, commitment, and success in efforts to combating climate change and global warming.
2. Proven leadership with a knack for teambuilding and working across silos to achieve results.
3. Managerial experience in state or local government or other large complex organizations, particularly in the areas of strategic planning, performance evaluation and measurement principles and techniques; benchmarking; and organizational development.
4. Excellent written and oral communication skills with an emphasis on translating complex state policies for a lay audience.

FILING INSTRUCTIONS

Please submit the following:

- A standard state application (Form 678) and a resume that clearly addresses your experience and job titles, names and addresses of employers, periods of employment, and education relevant to the Minimum Qualifications listed above. Applications are available upon request or on the Internet at: <http://jobs.ca.gov/pdf/std678.pdf>
- A Statement of Qualifications that describes your experience, knowledge and abilities as they relate to each “Desirable Qualification” factor listed under the “Desirable Qualifications” section of this bulletin. You must provide specific examples for each Desirable Qualification factor. The Statement of Qualifications should not exceed three pages in length with a font no smaller than 10 point.
- **Applications submitted without a Statement of Qualifications will be rejected from this examination.**
- **Statements of Qualifications submitted without specific examples for each Desirable Qualification factor may be given a disqualifying score.**

All interested applicants should submit their application, resume and Statement of Qualifications to:

DEPARTMENT OF GENERAL SERVICES
HUMAN RESOURCES
ATTENTION: VANESSA SINGH
EXAMINATION: CEA, DEPUTY DIRECTOR
OFFICE OF SUSTAINABILITY
MAILING ADDRESS: 707 THIRD STREET, 7TH FLOOR
WEST SACRAMENTO, CA 95605

**PLEASE INDICATE ON YOUR APPLICATION THE COMPLETE EXAMINATION TITLE.
APPLICATIONS MUST BE POSTMARKED BY THE FINAL FILING DATE.**

Release Date: February 12, 2016