



# BUILDING STANDARDS COMMISSION

## Employment Opportunity

**Position:** Executive Director  
(Exempt) Full Time

**Salary:** \$10,199 - \$11,359 per Month,  
plus a comprehensive benefit plan\*

**Location:** Sacramento

**Final Filing Date:** December 1, 2015

The California Building Standards Commission (BSC), headquartered in Sacramento, California, is seeking an Executive Director.

### CALIFORNIA BUILDING STANDARDS COMMISSION

Established in 1953 by the California Building Standards Law, the BSC is an independent commission within the Department of General Services under the Government Operations Agency. Commission members are appointed by the Governor and confirmed by the Senate. The BSC's mission is to produce sensible and usable state building standards and administrative regulations that implement or enforce those standards.

### THE POSITION

The Executive Director is appointed by and serves at the pleasure of the Commission; carries out its policies; administers all building code adoption, approval, codification and publication and related processes under the California Building Standards Law; performs the required and essential functions of administering and managing an agency; and manages the Commission office and staff.

### RESPONSIBILITIES OF THE EXECUTIVE DIRECTOR

- Makes public the processes of the Commission and implements the policies of the Commission in carrying out the intent of California Building Standards Law.
- Administers the state's building standards and code adoption processes and ensures agency compliance with the California Building Standards Law and the California Administrative Procedure Act (APA) when proposing or adopting building standards, or adopting administrative regulations implementing or enforcing building standards.
- Reviews and approves, or disapproves, agencies' public notices of hearings for proposed building standards and administrative regulations, to ensure compliance with the APA.
- Recommends the approval or rejection of adopted and proposed building code change proposals received from state agencies based on compliance with the criteria set forth in the

California Building Standards Law, and the format requirements of Title 24, California Code of Regulations.

- Develops procedural regulations necessary to implement the intent and processes of California Building Standards Law.
- As necessary, convenes and serves as Chair of the Coordinating Council, which is comprised of the major state agencies that propose or adopt building standards regulations. Responsible for assuring the Council considers and reconciles differences and resolves conflicts among state agencies.
- Manages several Commission-appointed advisory committees, including the Code Advisory Committees.
- Coordinates staff support for the Coordinating Council, Code Advisory Committees, and the Commission's standing and *ad hoc* committees. Provides technical and administrative direction to these groups and state agencies in the development of building standards and related administrative regulations. Serves as the primary Commission resource for the expeditious response to, or resolution of, complex or sensitive California Building Standards Law issues.
- Performs the full range of the required and essential functions of administering and managing an agency.
- Acts as the primary representative of the Commission to all levels of state, federal and local government and the private sector.
- Represents the Commission before the Legislature.
- May be called upon to testify before Legislative committees.
- Negotiates and executes necessary contracts and interagency agreements consistent with the State's contracting and procurement laws and policies related to the procurement of both information technology and non-information technology goods and services, including but not limited to the contracts for the publication of the state's building codes.
- Monitors, develops, reviews and/or analyzes proposed legislation.
- Establishes and manages the Commission's budget.
- Manages all tasks related to the Commission's information technology systems activities.
- Manages the Commission's human resource activities to ensure compliance with the state's civil service laws and rules relating to the state's hiring practice, equal opportunity employment.

## **APPLICANTS MUST MEET THE FOLLOWING MINIMUM QUALIFICATIONS**

Applicants must demonstrate the ability to perform high administrative and policy-influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

### Required Knowledge

High-level experience working with or in state and/or local government; knowledge of building architecture, building engineering (civil, structural, electrical, mechanical, and plumbing), and building construction; knowledge of administrative procedure law (California Rulemaking Law) and California Building Standards Law.

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 in 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; the manager's role in labor relations; the manager's responsibility for promoting equal opportunity in hiring and employee development and promotion and for maintaining a work environment which is free of discrimination and harassment; and the processes available to meet the equal employment opportunity program objectives.

### Skills and Abilities

Ability to plan, organize and direct the work of multidisciplinary professional and administrative teams; maintain cooperative relations with representatives of state and local government agencies, model code publishers, and a variety of other associations and organizations representing architects, engineers, building contractors, and other special interest organizations; make presentations, respond to criticism with tact, write clear responses to the legislative, public and media inquiries.

Ability to 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 administrations and advise them on a wide range of administrative matters; develop cooperative working relationships with representative of all levels of government, the public, and the legislative and executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

The above knowledge and abilities are expected to be obtained from supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

### **DESIRABLE QUALIFICATIONS**

The candidate for the position of Executive Director should possess a bachelor's degree in architecture, engineering, construction management, project management or a closely related field.

Successful candidates will have experience in and/or knowledge of:

- The use of building codes.
- Building regulations and design.
- Building standards law/administrative procedures.
- Code development and enforcement.
- The Administrative Procedure Act and Building Standards Law.
- The Commission's mission, goals, programs and policies.
- The legislative process, performing legislative bill analysis and legislative program coordination.
- Budgeting and managing a statewide program.
- Supervising, including planning, organizing and directing the work of staff.
- Communicating effectively, both verbally and in writing.

### **SPECIAL PERSONAL CHARACTERISTICS**

Ideal candidates must have a proven record of success, excellent interpersonal and communication skills, a high level of political astuteness, and unquestionable integrity. Candidates must possess

essential personal qualifications including integrity, initiative, dependability, good judgment, and the ability to work cooperatively with others. Candidates, who are flexible, patient, bring a collaborative spirit and a “roll up your sleeves” approach to the workplace will be considered favorably.

## **WHERE TO APPLY**

Interested candidates shall submit a cover letter with salary history, a résumé, a signed Authorization to Release Information form which includes three work-related references, and a Statement of Qualifications. The Statement of Qualifications 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 and no more than 3 pages in length. Resumes do not take the place of a statement of qualifications.

All documents must be postmarked no later than **December 1, 2015** and sent to:

**Department of General Services**  
Office of Human Resources  
Attn: Nicole Holtzman  
707 3rd Street, Suite 7-130  
West Sacramento, CA 95605

## **SELECTION PROCESS**

All applications will be screened and only the most qualified candidates will be asked to interview with the Commission. Travel expenses for these interviews are the responsibility of each candidate. For further information regarding the California Building Standards Commission, visit our website at [www.bsc.ca.gov](http://www.bsc.ca.gov).

\*Benefits include: a defined benefits retirement package from the California Public Employees Retirement System (employee contribution is required); health, dental, and vision insurance (employee contributions may be required depending on programs selected); and vacation and sick leave benefits. Additional information about benefits available can be viewed at <http://www.calhr.ca.gov>