



▶ Job Posting



Commission on Teacher Credentialing
 CAREER EXECUTIVE ASSIGNMENT
 JOB EXAMINATION ANNOUNCEMENT

JC-7740 - Director, Administrative Services Branch, CEA B

Final Filing Date:3/24/2016

Equal Opportunity Employer

The State of California is an equal opportunity employer that actively pursues and hires a diverse workforce. All qualified applicants will receive consideration for employment without regard to age, ancestry, color, disability (mental or physical), gender identity or expression, genetic information, marital status, medical condition, military veteran status, national origin, political affiliation, pregnancy, race, religion or creed, sex, sexual orientation, or any other factor that is not related to the job.

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.

Position Details

Job Control #:	JC-7740
Position #(s):	192-403-7500-xxx
Working Title:	Director, Administrative Services Branch, CEA B
Classification:	C. E. A. \$6,453.00 - \$14,409.00

of Positions: 1

Work Location: Sacramento County

Job Type: Career Executive Assignment - Non Tenured, Full Time

Department Information

The Commission on Teacher Credentialing is conveniently located in the downtown area near many popular restaurants, shops, public transportation, and affordable parking options. The purpose of the CTC is to ensure integrity and high quality in the preparation, conduct and professional growth of the educators who serve California's public schools. Its work shall reflect both statutory mandates that govern the Commission and research on professional practices.

Job Description and Duties

Under the direction of the Executive Director, the Director of Administrative Services is a member of the executive management team, is responsible for overall policy development and management of the Administrative Services Division, and provides assistance to the Executive Director in ensuring excellence in education by managing and directing operational activities and serving as Chief Fiscal and Accounting Officer for the Commission.

For additional information see attached Duty Statement under the "Additional Documentation" section.

Special Requirements

- The position(s) requires incumbents pass a Background Investigation prior to being hired. The Background Investigation may include Criminal Background, Fingerprinting, and a review of any governmental records.

Application Instructions

Completed applications and all required documents must be received or postmarked by the Final Filing Date in order to be considered.

Final Filing Date: 3/24/2016

Who May Apply

Individuals who are eligible to be appointed to this Career Executive Assignment (CEA) by the State of California.

How To Apply

Completed Examination/Employment Application (STD 678) and applicable or required documents must be submitted to apply for this Job Posting. A completed copy of the Application Packet listing must be included, when submitting your application in hard copy.

Address for Mailing Application Packages

You may mail your application and any applicable or required documents to:

Julie Gillaspy
1900 Capitol Ave
Sacramento CA, 95811

Address for Drop-Off Application Packages

You may drop off your application and any applicable or required documents at:

Julie Gillaspy
1900 Capitol Ave
Sacramento CA, 95811
08:00 AM - 05:00 PM

Required Application Documents

Please submit the following items with your application. Applicants who do not submit the required items timely may not be considered for this job:

- State Examination/Employment Application STD Form 678. A resume may be attached if desired. All Experience and Education relating to the Minimum Qualifications listed on the Classification Specification should be included to demonstrate you meet the Minimum Qualifications for the position.
- Statement of Qualifications -
 - Statement of Qualifications (SOQ) - This 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 this position. The SOQ 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 three (3) pages in length. The SOQs should specifically address the knowledge, abilities and desirable qualifications identified in this bulletin.
 - Resumes do not take the place of the Statement of Qualifications.

Applicants requiring reasonable accommodations for the hiring interview process must request the necessary accommodations if scheduled for a hiring interview. The request should be made at the time of contact to schedule the interview. Questions regarding reasonable accommodations may be directed to the EEO contact listed on this job posting.

Examination Qualification Requirements

This position requires an examination to be appointed. Applicants must meet the Minimum Qualifications for the Position in order to compete in the examination.

All applicants must possess the knowledge and abilities, and any other requirements, described in this announcement.

Note: Eligibility to take a CEA examination does not require current permanent status in the civil service.

General Qualifications

State civil service employees must possess essential general qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Knowledge and Abilities

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:

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 motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and 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.
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 Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and 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 with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level A - Responsible for broad administrative and program activities, including the execution and/or evaluation of program policies.

CEA Level B - Responsible for extensive managerial and program administration or broad program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Level C - Responsible for extensive highly professional influence and contributes to program, policy, and the methods to provide professional services needed to set policies, to meet the mission of the State department and often exercising technical and or professional skills that are required at this level.

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. Broad knowledge and experience with civil service budgets, accounting systems, procurement procedures, budgetary forecasting and fiscal analysis.
2. The ability to clearly explain complex budgetary and fiscal concepts both verbally and in writing.
3. Broad knowledge of and ability to apply the laws and rules related to human resource management in California State Service.
4. Experience identifying information technology needs of an organization and ensuring the proper processes and resources are in place to address those needs.
5. Management experience that includes any of the following: Managing a major function, rendering of management advice to a top-level administrative authority, policy creation, influence over policy implementation, and/or managing programs pertaining to an organization's mission.

6. Knowledge of the legislative process and ability to work effectively in a legislative environment.
7. Knowledge of and experience with media relations.

Examination Information

This examination process will consist of the review of the 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 above. **The Statement of Qualifications may be the only basis for your final score and rank on the eligible list.**

If you meet the requirements stated in this announcement, you may take this competitive examination. Possession of the Examination Qualifications requirements does not assure a place on the eligible list. Your performance in the examination will be compared with the performance of others who take this examination, and all successful candidates will be ranked according to their scores.

A minimum rating of 70% must be attained in the Examination to obtain list eligibility for this position. All candidates will receive written notification of their examination results.

The results of this examination will be only be used to fill this position. Applications will be retained for twelve months.

Hiring interviews for the Job may be conducted with the most qualified candidates.

The examining Department 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.

Special Testing Arrangements

If you have a disability and need special testing arrangements, answer the Reasonable Accommodations question appropriately on your Application (STD 678). You will be contacted to make specific arrangements. Questions regarding reasonable accommodations may be directed to the EEO contact listed on this announcement.

Contact Information

The Human Resources Contact is available to answer questions regarding the position or application process.

- **Human Resources Contact:**
Julie Gillaspy

(916) 323-5979

JGillaspy@ctc.ca.gov

- Please direct requests for Reasonable Accommodations to the interview scheduler at the time the interview is being scheduled. You may direct any additional questions regarding Reasonable Accommodations or Equal Employment Opportunity for this position(s) to the Department's EEO Office.

EEO Contact:

Rhonda Brown

(916) 322-6253

RBrown@ctc.ca.gov

- California Relay Service: 1-800-735-2929 (TTY), 1-800-735-2922 (Voice) TTY is a Telecommunications Device for the Deaf, and is reachable only from phones equipped with a TTY Device.

Filing Instructions

Applications, resumes and Statement of Qualifications must be submitted by the final filing date to:

Commission on Teacher Credentialing

Office of Human Resources

Attention: Julie Gillaspay

Examination: CEA B, Director, Administrative Services Branch

Mailing Address: 1900 Capitol Avenue

Sacramento, CA 95811-4213

Please Note: Applications (STD 678), resumes and Statements of Qualification must be postmarked no later than the final filing date.

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Application Methods

You can apply for this job via the following method(s):

- By Mail

- Drop-off



Alternate Application Process

While we recommend that you utilize your CalCareer Account to take advantage of all the tools available, you may choose to apply for this job without using your account. In this case, print and complete the Job Application Package Checklist and include it if you submit a hard copy application.

[Job Application Package Checklist](#)

[Blank Application Form \(STD 678\)](#)



Additional Documentation

[Duty Statement](#)

[Class Specification\(s\):](#)

- [C. E. A.](#)

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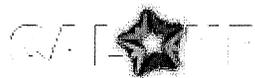
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