



COMMISSION ON TEACHER CREDENTIALING 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, gender expression, 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:	COMMISSION ON TEACHER CREDENTIALING	RELEASE DATE:	Tuesday, December 1, 2015
POSITION TITLE:	Director, Administrative Services Branch	FINAL FILING DATE:	Monday, December 28, 2015
CEA LEVEL:	CEA B	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 8,985.00 - \$10,703.00 / Month	BULLETIN ID:	11302015_3

POSITION DESCRIPTION

As a member of the Commission's executive management team and under the direction of the Executive Director, the CEA B directs, manages, organizes, implements and evaluates the activities of the department's Administrative Services Branch. Through subordinate managers, the incumbent is responsible for overseeing the Office of Human Resources, Fiscal and Business Services, Office of Governmental Relations, and Enterprise Technology Support Services. The incumbent is responsible for directing all activities related to the Commission's budget and fiscal programs. Incumbent must be familiar with all aspects of personnel and labor relations. The incumbent participates in departmental planning, policy making and decision making as well as the development, implementation and evaluation of the department's strategic and operational plan. The incumbent oversees and directs governmental and external relations functions to ensure consistency with policies of the Administration and the Commission.

MINIMUM QUALIFICATIONS

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

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

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 QUALIFICATION(S)

- Broad knowledge and experience with developing civil service budgets and accounting, including procurement, budgetary forecasting and fiscal analysis.
- The ability to clearly explain complex budgetary and fiscal concepts both verbally and in writing.
- Proven leadership skill as evidence in effectively resolving major budgetary issues or problems.
- Knowledge of the laws and rules related to human resource management in California State Service.
- Ability to comply with the human resources policies and state laws and regulations related to personnel management.
- The power or quality of resolving a question after gathering the facts and considering all sides of the issue: bringing closure to unresolved conflicts or controversy in a timely manner.

- Experience identifying information technology needs of an organization and ensuring the proper processes and resources are in place to address those needs.

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 **Director, Administrative Services Branch**, with the **COMMISSION ON TEACHER CREDENTIALING**. Applications will be retained for twelve months.

The results of this examination will be used only to fill this position.

Applicant must indicate Examination Bulletin ID 11302015_3 on their application.

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 and no more than three (3) pages in length.
- Resumes do not take the place of the Statement of Qualifications.
- The Statement of Qualifications should specifically address the knowledge, abilities and desirable qualifications identified in this bulletin.
- Applicant must indicate Examination Bulletin ID 11302015_3

Applications must be submitted by the final filing date to:

COMMISSION ON TEACHER CREDENTIALING, Office of Human Resources
1900 Capitol Avenue, Sacramento, CA 95811
Julie Gillaspy | 916-323-5979 | JGillaspy@ctc.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 COMMISSION ON TEACHER CREDENTIALING 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.

Class specs: [CEA and Exempt Appointees](#)