



CEA

CAREER EXECUTIVE ASSIGNMENT

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.

EXAMINATION ANNOUNCEMENT

AGENCY: DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
POSITION TITLE: DEPUTY DIRECTOR, ADMINISTRATION AND MANAGEMENT DIVISION
SALARY: CEA LEVEL B \$8,594 -\$10,237
FINAL FILING DATE: February 23, 2015

BACKGROUND

The Department of Housing and Community Development (HCD) is a department within the Business, Consumer Services and Housing Agency. As California's principal housing agency, the mission of HCD is to provide leadership, policies and programs to preserve and expand safe and affordable housing opportunities and promote strong communities for all Californians.

DUTIES AND RESPONSIBILITIES

Under the administrative direction of the Chief Deputy Director, the Deputy Director of Administration and Management Division plans, organizes and directs all departmental, administrative and support functions. The Deputy Director directly supervises the Assistant Deputy (SSM III), the Chief of Information Technology (DPM III) and an Executive Assistant. The Deputy Director is responsible for oversight of the five other Branch Chiefs (SSM II level). The position indirectly supervises 109 positions comprised of various levels of professional, administrative, and technical staff.

ESSENTIAL FUNCTIONS

As the fiscal expert for the Department, the Deputy Director's responsibilities include but is not limited to: budgeting; accounting; long-term revenue and resource projections; bond tracking for Propositions 46, 1C, and 41; loan servicing for 74 housing programs; cost allocation distribution and methodologies for both accounting and budgeting. Additional responsibilities include: Human Resources, Business Services, Information Technology (IT), IT and non-IT Procurement, Feasibility Study Reports, and Disaster Recovery/Business Continuity Plans. The Deputy Director meets and negotiates on behalf of the Department directly with State and federal officials, including but not limited to: the Business, Consumer Services, and Housing Agency, Department of Finance, State Controller's Office, Department of General Services, California Department of Technology, California State Auditor, State Legislature, and the US Department of Housing & Urban Development.

It is an objective of the State of California to achieve a drug-free state 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.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status.

Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government Code 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code Section 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code 18991.

AND

KNOWLEDGE AND ABILITIES

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

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 Equal Employment Opportunity (EEO) objectives; and an administrator's role in the EEO program.

Ability to plan, organize and direct the work of a multi-disciplinary 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 course of action; and prepare and review reports; effectively contribute to the Department's Equal Employment Opportunity program.

Knowledge and abilities are expected to be obtained from broad administrative or program manager 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.

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DESIRABLE QUALIFICATIONS:

- Demonstrates personal integrity, responsibility, and accountability
- Presents and expresses ideas and information effectively and concisely, both orally and in written form
- Develops new insights into situations, applying innovative solutions to make organizational improvements
- Manages and resolves conflicts in a positive and constructive manner
- Ability to adjust rapidly to new situations warranting attention and resolution
- Creates and sustains an organizational culture which encourages others to provide the quality of service essential to high performance
- Understanding and appropriately applying procedures, requirements, regulations, and policies related to specialized expertise; understanding linkages between administrative competencies and mission needs
- Exercising leadership and motivating managers
- Demonstrate Project Management skills

PERSONAL CHARACTERISTICS

Acts in a professional manner and demonstrates a high degree of integrity, honesty, and ethical behavior; demonstrates openness and trust; establishes and builds rapport by modeling value-based behaviors; promotes teamwork and communication in support of HCD's strategic goals.

EXAMINATION INFORMATION:

The position, Deputy Director, Administration and Management Division, exists in the headquarters office location in Sacramento.

The examination process will consist of a preliminary review of applications, resumes, cover letters, and Statement of Qualifications, and will occur immediately following the final filing date. Candidates with the most desirable qualifications and background may be scheduled for an oral interview.

A minimum rating of 70% must be attained to obtain list eligibility. 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, Administration and Management Division**, with the **Department of Housing and Community Development**. Applications will be retained for twelve months.

FILING INFORMATION

Interested applicants must submit a Standard State Application (STD 678), resume, cover letter, and Statement of Qualifications (SOQ). On the SOQ, describe your knowledge and experience which demonstrates the desirable qualifications applicable to the duties of this position. Give specific examples, including your role and responsibilities, as well as the outcomes. Further, describe how your background prepares you for this position. The SOQ serves as a documentation of your ability to present information clearly and concisely in writing, should be no longer than two pages with one inch margins, and no smaller than 11pt. font. *Note: Resume, letters, and other materials will not be evaluated or considered as responses to the SOQ.*

Applicants who fail to submit a Standard State Application (STD 678), resume, cover letter, and Statement of Qualifications will not be considered for this position. Documents are to be postmarked or delivered by February 23, 2015, to:

Department of Housing and Community Development

Attn: Recruitment

File by Mail:

P.O. Box 952050

Sacramento, CA 94252-2050

File in Person:

2020 W. El Camino Ave., Suite 350

Sacramento, CA 95833

All inquiries regarding this examination should be directed to

HCD Recruitment

(916) 263-6735

recruitment@hcd.ca.gov

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