



State of California – Business, Consumer Services and Housing Agency

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

CAREER EXECUTIVE ASSIGNMENT (CEA)

EXAMINATION ANNOUNCEMENT

OUR MISSION

Provide leadership, policies and programs to preserve and expand safe and affordable housing opportunities and promote strong communities for all Californians

Position Title: DEPUTY DIRECTOR, ADMINISTRATION AND MANAGEMENT DIVISION
Salary: \$9,255 - \$11,024 (CEA LEVEL B)
Final Filing Date: June 8, 2017
JC#: 65036

DUTIES AND RESPONSIBILITIES

This is a full-time position.

Under the direction of the Director and Chief Deputy Director (Exempt), the Deputy Director of the Administration and Management Division plans, organizes and directs all Departmental, administrative and support functions, and management initiatives.

ESSENTIAL FUNCTIONS

The Deputy Director is the fiscal expert for the Department. His or her responsibilities include, but are 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; and resolution of financial audits.

The Deputy Director is responsible for:

Personnel Management including:

- Training
- Labor relations
- Health and safety
- Job analysis
- Employee recognition programs

Business Services including:

- Security badges
- Building access
- Fleet services,
- Copy center and mail services

Procurement including:

- Acting as the procurement officer
- Contract preparation
- Centralized purchasing and reporting

Information Technology including:

- Helpdesk support
- Network security
- Codes and Standards Automation System (CASAS) legacy systems
- Server management
- Disaster recovery and business continuity plans
- Maintenance and operations of Consolidated Automated Program Enterprise System (CAPES)

As a member of the executive staff, the Deputy Director participates in the identification of sensitive issues, advises and makes recommendations on proposals, and formulates policies and strategies to best meet departmental objectives. Monitors compliance and effectiveness with these policies; and coordinates inquiries and reviews of departmental programs and activities.

Meets and negotiates on behalf of the Department 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 U.S. Department of Housing & Urban Development.

MINIMUM QUALIFICATIONS

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, skills 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.

AND

KNOWLEDGE AND ABILITIES:

Possess the ability to successfully perform administrative and policy-influencing functions effectively. Such overall ability requires possession 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; prepare and review reports; and effectively contribute to the Department's Equal Employment Opportunity program objectives.

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, meet the mission of the State Department and often exercising technical and/or professional skills that are required at this level.

DESIRABLE QUALIFICATIONS:

1. Demonstrates personal integrity, responsibility, and accountability
2. Presents and expresses ideas and information effectively and concisely, both orally and in written form
3. Develops new insights into situations, applying innovative solutions to make organizational improvements
4. Manages and resolves conflicts in a positive and constructive manner
5. Ability to adjust rapidly to new situations warranting attention and resolution
6. Creates and sustains an organizational culture which encourages others to provide the quality of service essential to high performance
7. Understanding and appropriately applying procedures, requirements, regulations, and policies related to specialized expertise; understanding linkages between administrative competencies and mission needs
8. Exercising leadership and motivating managers
9. Demonstrate Project Management skills
10. Knowledge of the principles, practices, and trends of Generally Accepted Accounting Principles (GAAP), Governmental Accounting Standards Board (GASB), public administration, organization and personnel management.

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 the Department of Housing and Community Development (HCD) strategic goals.

EXAMINATION INFORMATION:

A minimum rating of 70 percent must be attained to obtain list eligibility for this position. Hiring interviews will 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 this position. Applications will be retained for 12 months.

This position exists in the headquarters office located in Sacramento.

FILING INSTRUCTIONS

Complete application packages (applications and any applicable or required documents) must be submitted electronically through your CalCareer account at www.jobs.ca.gov.

Required Application Documents

Please submit the following items with your application (applicants who do not submit the required items may not be considered for this job):

- Electronic State Employment Application through your Applicant Account at www.jobs.ca.gov. All Experience and Education relating to the Minimum Qualifications listed on the Classification Specification should be included to demonstrate how you meet the Minimum Qualifications for the position.
- Statement of Qualifications - A Statement of Qualifications (SOQ) serves as the examination for this position and must be submitted with your application to be considered. Please read through

the examination information carefully. Applicants who fail to include an SOQ **will not be** considered.

- Resume is required and must be included.

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.

STATEMENT OF QUALIFICATIONS

The Statement of Qualifications (SOQ) 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 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 pages in length with one inch margins, and no smaller than 12 point font in Arial. 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.

Please note: Resumes do not take the place of the SOQ. Failure to submit an SOQ will result in elimination from the examination.

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 examination, and all candidates who pass will be ranked according to their scores.

HCD 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 the ability to work cooperatively with others.

HCD Disclosure Requirements

Selected candidates may be subject to rules imposed by a [Conflict of Interest Code](#) that apply to HCD employees, which may require filing a [Statement of Economic Interest \(Form 700\)](#).

STATE OF CALIFORNIA – BUSINESS, CONSUMER SERVICES, AND HOUSING AGENCY
DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT, P.O. BOX 952050, SACRAMENTO, CA 94252-2050

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.

TDD is Telecommunications Device for the Deaf and is reachable only from a phone equipped with a TDD Device. California Relay (Telephone) service for the deaf or hearing-impaired: From TDD Phone: 1-800-735-2929. From Voice Phone: 1-800-735-2922