



BOARD OF EQUALIZATION CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. 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:	BOARD OF EQUALIZATION	RELEASE DATE:	Tuesday, March 4, 2014
POSITION TITLE:	Chief Deputy Director, Executive Office	FINAL FILING DATE:	Monday, March 17, 2014
CEA LEVEL:	CEA C	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 9,544.00 - \$10,836.00 / Month	BULLETIN ID:	03032014_1

POSITION DESCRIPTION

Under the administrative direction of the Executive Director, Board of Equalization (BOE), the Chief Deputy is responsible for managing the day-to-day operations of the agency. The Chief Deputy is responsible for the formulation, implementation, and evaluation of agency policies and procedures. Plans, organizes and evaluates various agency programs. Evaluates and make recommendations on the BOE strategic and business plans. Represents the BOE on statewide, national, and international tax issues. Participates in a variety of budgetary processes. Consults with and provides advice to the elected Board Members and the Executive Director. Acts for the Executive Director in his/her absence.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a current State civil service employee with permanent civil service status, as defined in Government Code Section 18546.

Or II

Must be a current or former employee of the Legislature, who resigned or was released from service within the last 12 months, and with two or more consecutive years of service as defined in Government Code Section 18990.

Or III

Must be a current or former nonelected exempt employee of the Executive Branch of **government** who resigned or was released from service within the last 12 months, and with two or more consecutive years of service (excluding those positions for which the salaries are set by statute) as defined by 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 Section 18991.

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)

In addition to the Standard State Application (STD. 678), all interested applicants are required to submit a Statement of Qualifications with specific information on how his/her background, knowledge, skills, and abilities meet the minimum and desirable qualifications. Please limit your

response to a maximum of two typed pages. The Statement of Qualifications must be in response to the following statements provided:

1. Knowledge of the organizations and functions of California State Government including the organization and practices of the Legislature, the Executive Branch, the budget process and the state merit system; principles, practices, and trends in public administration, organization, and management; techniques of organizing, motivating, and developing staff; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques.
2. A strong background with taxation, taxpayer rights advocacy, tax policy, and tax administration.
3. Ability to recognize and understand the political environment and consequences of actions; cognizant of the roles and responsibilities of constitutionally elected Board Members.
4. Ability to advise and manage the work of the Board's multidisciplinary professional and administrative staff; develop cooperative working relationships with top-level administrators and representatives of all levels of government, the public, and the Legislative and Executive Branches; integrate the activities of diverse programs to attain common goals; and effectively contribute to the Board's equal employment opportunity objectives.
5. Effective written and verbal communications skills; strong negotiating skills; and particularly the ability to represent the Board effectively, internally and with the public.
6. Ability to analyze and evaluate organization structure, systems, policies, and procedures to identify opportunities to improve and implement effective courses of action; consult with, provide advice, and make recommendations to the Executive Director, Board Members, and other key management staff; and prepare and review reports.
7. Ability to work fluidly between independent and team roles; work under pressure and in a fast-paced environment; manage multiple projects, negotiate competing priorities, and nimbly shift between tasks, priorities, and solutions.
8. Ability to manage the implementation and administration of major technology projects; experience in change leadership on a large-scale transformation venture.
9. A strong internal and external customer service orientation.
10. Possession of the personal characteristics of integrity, initiative, dependability, tact, sound judgment, and adaptability.
11. Ability to work in a high-rise building

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 **Chief Deputy Director, Executive Office**, with the **BOARD OF EQUALIZATION**. Applications will be retained for twelve months.

The Results of this examination will be used only to fill this position and may be used to fill subsequent vacancies for this position for a period of up to twelve months.

The examination process may consist of two phases. Phase One - an application, resume and statement of qualification evaluation. If deemed necessary, Phase Two - a Qualification Appraisal Interview. The Statement of Qualifications will be used to evaluate your education and experience as it relates to the "Desirable Qualifications" and may also serve as documentation of each candidate's ability to present information clearly and concisely in writing since this is a critical factor to successful job performance. The Statement of Qualifications may be the only basis for your final score and rank on the eligible list. Based on the competitive group, the most qualified candidates may be scheduled for a hiring interview. The Board of Equalization Members will make the final selection.

FILING INSTRUCTIONS

All application materials must be received by the Examination and Recruitment Section by the final filing date by 4:00 PM. Faxes will be accepted [(916) 323-3535], however, the originals must be received prior to the start of the examination. Do not send your application via interoffice or interagency mail. Applications received in this manner will not be accepted and cannot be returned pursuant to California Code of Regulations 174. Applications personally delivered, faxed, received via U.S. Postal Service, or any other delivery service after 4:00 P.M. on the final filing will not be accepted. It is the personal responsibility of each examination candidate to submit their application materials within the timeframe and in the manner specified on this examination bulletin. Submit your application materials to: Examination and Recruitment Section, State Board of Equalization, 450 N Street, MIC: 17, Sacramento, California 95814, Attention: Sonia Provencal.

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 two pages in length.
- Resumes do not take the place of the Statement of Qualifications.

Applications must be submitted by the final filing date to:

BOARD OF EQUALIZATION, Examination and Recruitment Section
450 N Street; MIC: 17, Sacramento, CA 95814
Sonia Provencal | 916-323-4055 | Sonia.Provencal@boe.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 BOARD OF EQUALIZATION 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](#)