



# California Department of Consumer Affairs

## CEA – Level A

[www.dca.ca.gov](http://www.dca.ca.gov)



### CAREER EXECUTIVE ASSIGNMENT

The State of California and DCA 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. The use of illegal drugs is against state and federal laws, rules governing civil service and violates the special trust placed in public servants. Applicants for state employment are expected to be drug-free.

TDD users contact the California Relay Services TDD line at 1-800-735-2929, voice line at 1-800-735-2922, or (916) 322-1700.

**POSITION:** CEA Level A – Chief of Licensing and Examination  
Contractors State License Board

**LOCATION:** Sacramento

**SALARY:** \$6,453 - \$9,277

**BULLETIN RELEASE DATE:** December 23, 2015

**FINAL FILING DATE:** January 12, 2016

#### DUTIES AND RESPONSIBILITIES

The Chief of Licensing and Examination reports to the Chief Deputy Registrar, Contractors State License Board (CSLB) but may also report to and receive assignments from the Registrar, CSLB. The Chief of Licensing and Examination is responsible for the efficient day-to-day functioning of CSLB's licensing and examination operations. Under the general direction of the Chief Deputy Registrar, the Chief of Licensing:

- Plan, organize and direct the work of multidisciplinary professional and administrative staff in the Licensing and Examination division
- Resolve complex and sensitive administrative issues raised by executive and management staff concerning licensing and examinations
- Recognize changes and trends in the construction industry as they relate to licensing and examination operations, and recommend and/or implement appropriate courses of action.
- Direct the development and implementation of policies set forth by Board members, Registrar, and the Chief Deputy Registrar.
- Advise the Registrar and Board members on critical issues that may impact the Board and make recommendations that may result in litigation, legislation, regulations or policy adjustment.
- Respond to controlled correspondence from Agency or the Governor's Office on matters related to the licensing and examination of contractors.

#### SPECIAL REQUIREMENT

Title 11, Section 703(d) of the California Code of Regulations requires criminal record checks of all personnel who have access to Criminal Offender Record Information (CORI). Pursuant to this requirement, incumbents in this position will be required to submit fingerprints to the Department of Justice and be cleared before hiring.

This position is subject to the Department of Consumer Affairs' Conflict of Interest Code (16 CCR 3830). The incumbent is required to submit a Statement of Economic Interests (Form 700) within 30 days of assuming office, annually by April 1<sup>st</sup> and within 30 days of leaving office.

## 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.

In addition to the above, applicants must demonstrate the ability to perform high administrative and policy-influencing functions effectively. Such overall ability requires possession of the following:

### 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; personnel management techniques; the Department's or Agency's Equal Employment Opportunity (EEO) Program objectives; and a manager's role in EEO.
- (2) **Ability to** plan, organize and direct the work of multi-disciplinary professional and administrative staff; analyze administrative policies, organizational 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 variety 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 courses of action; prepare and review reports; and effectively contribute to the Department's or Agency's EEO objectives.

These knowledge and abilities are expected to be obtained from supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies. (Experience may have been paid or volunteer, in state service, other governmental settings or in a private organization.)

## DESIRABLE QUALIFICATIONS

- **Managerial Ability** -- Possess the ability to manage diverse activities, including planning, organizing, directing and controlling program operations; the ability to manage a professional staff and effectively interact with Executive Management, Board members, elected officials, consumer groups, labor and industry representatives and regulatory agencies; experience in strategic planning, policy development, leadership, supervision and organizational awareness.
- **Program Analysis Skills** -- Experience in analyzing complex program issues and problems and developing policies, procedures or specific solutions.
- **Communication Skills** -- Possess excellent oral and written communication skills demonstrating the ability to be a leader and motivator, use tact and persuasiveness in achieving results; demonstrated ability to deal with a variety of public and private persons and groups in matters of significant program sensitivity.
- **Technical Skills** -- Practical understanding of license law, policies and regulations related to the Contractor's State License Board. Knowledge of licensing methods and practices used in the Department of Consumer Affairs.
- **Administrative Skills** -- Demonstrated knowledge of the activities of a regulatory agency and the Administrative Procedures Act. Knowledge of the State's budget and accounting processes, personnel

management and business services; familiarity with information technology processes and a working knowledge of the legislative process.

## FILING INSTRUCTIONS

All interested applicants must submit:

- **A completed Standard State Application** (Form 678) with official or civil service titles and dates of experience. Applications without official or civil service titles will be rejected.), **and**
- **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 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, Arial, and 12 point font.
- Resumes are optional and do not take the place of the Statement of Qualifications.

## EXAMINATION INFORMATION

The examination process will consist of an application 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 in this bulletin, and may also serve as documentation of your 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.

Hiring interviews may be conducted with only the most qualified candidates if it is determined necessary in order to make a selection.

All applicants will be notified of the results. The results of this examination may be used to fill subsequent vacancies in this position within the next twelve months. To obtain list eligibility, a passing score of 70% must be obtained.

**The Application and Statement of Qualifications are to be submitted to:**

**Mail or Hand Deliver to:**

Department of Consumer Affairs  
Selection Services Unit/Attn: D. Vandre  
1625 N. Market Street, Suite N 321  
Sacramento, CA 95834

Application (Std. 678) and Statement of Qualifications must be **POSTMARKED** by 5:00 p.m. by the final filing date of **January 12, 2016**. Applications postmarked, personally delivered, or received via interagency mail after the final filing date will not be accepted for any reason. Do not submit application packages to the California Department of Human Resources (CalHR).

Application packages must have an original signature; therefore, faxed application packages will not be accepted for any reason.

Questions regarding this examination may be directed to: Diana Vandre (916) 574-8351 or via email to [diana.vandre@dca.ca.gov](mailto:diana.vandre@dca.ca.gov).