



**CALIFORNIA STATE LIBRARY
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:	California State Library	RELEASE DATE:	Monday, December 14, 2015
POSITION TITLE:	Assistant Director, California Research Bureau	FINAL FILING DATE:	Friday, January 15, 2016 5:00 PM
CEA LEVEL:	CEA A	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$6,453 - \$9,277 / Month	BULLETIN ID:	12142015_9

POSITION DESCRIPTION

The California Research Bureau (CRB), a division of the California State Library, was created in 1991 and provides timely non-partisan public policy research and analysis to the Legislature, Governor and Constitutional Officers. The issues CRB tackles are often complex, and they affect the form and direction of legislation and major administrative initiatives that are of critical importance to the future of the state. CRB's Assistant Directors, which are third-level management positions, work under the direction of the Director of the Research Bureau, and manage functions with statewide impact. The Assistant Director for Research sets bureau policy and has broad policy and management responsibilities for the policy experts and related support staff.

The Assistant Director for Research further provides administrative leadership to the Bureau and supervision to a team of highly skilled analysts and researchers who prepare complex and sensitive research and policy analyses in a time-sensitive environment. The Assistant Director provides effective management, planning, direction, and oversight for all CRB products and also establishes editorial and publication standards. S/he will also increase readership and use of CRB publications by the Bureau's core constituency and the general public, particularly by implementing new methods to reach CRB's audience of policymakers and stakeholders, including new product lines. The Assistant Director will also maintain a variety of independent contacts with elected and appointed officials and effectively anticipate and respond to the research needs of these constituencies.

As a manager within the State Library, the Assistant Director will work collaboratively with other bureaus and sections to support planning and implementation of Library-wide initiatives, and to ensure that the Library's clients receive excellent service.

PERSONAL CHARACTERISTICS

Commitment to non-partisan public policy analysis and research; interest in working in a fast-paced, intellectually curious environment; 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 values-based behaviors; strong interpersonal and mentoring skills; promotes teamwork and cross-functional collaboration and communication in support of CSL's strategic goals; and promotes a high-performance culture where employees are encouraged and enabled to perform to their greatest potential.

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 QUALIFICATIONS

- **Management/Leadership:**
 - Experience successfully setting goals and expectations for an organization, encouraging leadership at all levels, facilitating decision-making, promoting team work, defining and achieving success across multi-disciplinary stakeholder interests and providing excellent customer service.
 - Experience managing and leading multi-disciplinary professional and technical staff in order to produce high-quality written products.
 - Experience exercising direct editorial and administrative/supervisory oversight within an organization that produces high-quality research and/or analysis in a time-sensitive environment.

- **Communication:**
 - Experience writing and editing analyses and/or reports about politically sensitive topics.

- **Content Delivery:**
 - Experience developing new research/analysis products to meet the needs of specific audience.

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 **Assistant Director, California Research Bureau**, with the **California State Library**. 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 will consist of an evaluation of the candidate's application and Statement of Qualifications (SOQ). The minimum and desirable qualifications listed on this bulletin will be used to screen and evaluate the application and SOQ, therefore, it is critical that each applicant include specific information on how his/her background, knowledge, abilities and personal characteristics meet the minimum qualifications and desirable qualifications. The

SOQ may also serve as documentation of the candidate's ability to present information clearly and concisely in writing, since this is a critical factor to successful job performance. The SOQ may be the only basis for the candidate's final score and rank on the eligible list. Candidates will be ranked competitively, and each candidate will be notified in writing of his/her examination results.

Interviews may be conducted as part of the examination process. Hiring interviews may be conducted with only the most qualified candidates if it is determined necessary in order to make a selection.

FILING INSTRUCTIONS

Applications and Statements of Qualifications must be received **by 5:00 p.m. on January 15, 2016**, the final filing date. Applications and Statement of Qualifications received after January 15, 2016 will not be accepted, regardless of postmark; personally delivered, e-mailed, or interagency mail received after the final filing date will not be accepted. Faxed applications will not be accepted. The standard State application is available on the California Department of Human Resources' web site at <https://jobs.ca.gov/pdf/std678.pdf>.

Interested applicants must submit:

- A completed, signed and dated standard state application (Std. Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the knowledge/abilities, personal characteristics, and 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 no more than two pages in length and no less than 12 font. Candidates should arrange the SOQ such that it is clear which sets of experiences correspond to the knowledge/abilities, personal characteristics and desirable qualifications categories.
- A current resume. A resume does not take the place of a SOQ.
- Names, telephone numbers and relationships of at least three professional references.

Applications must be submitted by the final filing date to:

California State Library
Human Resources Services Office
P.O. Box 942837
Sacramento, CA 94237-0001
Attention: Ken Lawrence

ADDITIONAL INFORMATION

Address for Hand-Delivery: HRSO Drop Box, California State Library, 900 N Street, First Floor, Sacramento, CA 95814.

Questions regarding this examination should be directed to Ken Lawrence at (916) 654-0202 or email: Kenneth.Lawrence@library.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 California State Library 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 laws 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: <http://www.calhr.ca.gov/state-hr-professionals/pages/7500.aspx>

California Relay (Telephone) Service for the Deaf or Hearing Impaired: From TDD phones: (800) 735-2929, from voice phones: (800) 735-2922