



**CALIFORNIA STATE LIBRARY  
CAREER EXECUTIVE ASSIGNMENT  
EXAMINATION ANNOUNCEMENT**

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.

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|------------------------|---------------------------------------|------------------------------------|---------------|
| <b>DEPARTMENT:</b>     | California State Library              | <b>RELEASE DATE:</b>               | May 18, 2015  |
| <b>POSITION TITLE:</b> | Chief, Administrative Services Bureau | <b>FINAL FILING DATE:</b>          | June 16, 2015 |
| <b>CEA LEVEL:</b>      | CEA A                                 | <b>EXTENDED FINAL FILING DATE:</b> |               |
| <b>SALARY RANGE:</b>   | \$6,173.00 - \$8,874.00 / Month       | <b>BULLETIN ID:</b>                | 05152015_2    |

**POSITION DESCRIPTION**

The California State Library’s Chief of Administrative Services provides executive leadership and establishes, manages and attains the goals of the majority of the programs delegated to the Administrative Bureau, including the Business Services Office, Fiscal Services Office, Compliance Office, and the Local Assistance Office, which disburses funds to the local assistance programs of the California State Library.

The Chief of Administrative Services provides leadership in developing and implementing policy, procedures and strategic direction relating to administrative services functions including accounting, financial management of state and federal grants, fiscal oversight of departmental travel, facilities management and operations, contracting, procurement, audits, compliance and budget development. The Chief coordinates with managers and staff throughout the State Library to improve operational and inter-bureau effectiveness and resolves controversial and complex matters that arise from administering a comprehensive statewide program. The Chief of Administrative Services is also a member of the Executive Team and a high level consultant to the State Librarian regarding how to carry out the mission and goals of the State Library.

**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 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**

Applicants must meet the following minimum qualifications:

#### **Either I**

Must be a 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 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 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; 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 Branch; analyze complex problems and recommend effective courses of action; prepare and review reports and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

This knowledge and these 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**

- Knowledge of policies affecting the California State Library.
- Knowledge of the California State Library's mission, organization, goals, functions and policies as well as its contractual relationships with other state, federal and local entities.
- Knowledge in the awarding of funds from the Library Services and Technology Act, California Library Services Act, English Language Literacy Acquisition and the Public Library Broadband Initiative
- Demonstrated ability to make decisions which affect the direction of a State agency.
- Strong leadership skills and demonstrated ability to function effectively as a member of a top management team.
- Strong management skills and demonstrated ability to oversee the work and performance of professional and paraprofessional and support staff, consistent with the goal of providing high-quality client service.
- Demonstrated ability to work well in a team setting.
- Excellent oral and written communication skills, the ability to be a leader and motivator, tact and persuasiveness. The ability to effectively interact with staff, Executive Management, state agencies, the public and federal and state authorities.
- Demonstrated ability to deal with a variety of public and private persons and groups and with all levels of government regarding matters of significant program sensitivity, including interacting with the Department of Finance, Assembly Education and Finance Budget Subcommittee, Legislative Analyst's Office, the Department of General Services, State Controller's Office, Governor's Office, Attorney General's Office, 3<sup>rd</sup> District Court of Appeal, top level managers of other state and local agencies, officials of San Francisco State University, consultants, contractors and members of the public to further the goals of the California State Library.
- Ability to effectively represent the California State Library to legislative representatives and to other local, state and federal agencies and associations as well as the media.

- Demonstrated ability to work with decision makers on strategic/high-impact issues, such as emergency situations; publicly contentious issues; negotiations; media events and development of external communication material such as press releases, letters and reports.
- Knowledge of the state budget process, personnel management and business services; must possess a working knowledge of the legislative and the rulemaking processes.
- Extensive knowledge in all of the following: California's budget, accounting and other financial processes, including FI\$Cal; forecasting and research services; business services; disaster and safety services and human resources management.
- Experience in preparing and delivering testimony before legislative committees.
- Ability to utilize performance measures to increase program performance.
- Demonstrated ability to identify, plan and ensure execution of continuous improvement of the analysis undertaken, the work product produced and the process employed in addressing issues of concern to the State Library.
- Demonstrated ability to plan, assign and direct the work activities of multidisciplinary professional and administrative staff to effectively meet the program goals of the State Library.
- Ability to prepare and administer the budgeting and fiscal control processes.
- Demonstrated ability to analyze legislation that affects the State Library.
- Ability to assist State Library leadership in developing external communication materials, including, but not limited to, press releases, letters and talking points.

#### **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 of Administrative Services**, 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 June 16, 2015**, the final filing date. Applications and Statements of Qualifications received after June 16, 2015 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 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, no more than two pages in length and no less than 12 point font.
- A current resume. A resume does not take the place of a SOQ.
- Names and telephone numbers of at least three professional references.

**Applications must be submitted by the final filing date to:**

California State Library  
Human Resources Services Office  
900 N Street, Room 400  
Sacramento, CA 94237-0001  
Attention: Jill Peters

### **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 Jill Peters at (916) 651-0565 or email: [Jill.Peters@library.ca.gov](mailto:Jill.Peters@library.ca.gov).

### **SPECIAL TESTING**

If you have a disability and need special testing arrangements, mark the appropriate box in Question 2 of the Standard State Application (STD 678). 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*