



CEA EXAM BULLETIN

Career Executive Assignment (C.E.A.) – Level A
Deputy Director of the Fiscal & Administrative Services Division
\$7,442.00-\$10,696.00
Non-Tenured, Full-Time
Posted: December 26, 2019
Final Filing Date: January 16, 2020

The California Student Aid Commission (CSAC) is the principal state agency responsible for administering \$2.8 billion dollars in financial aid programs for students attending public and private universities, colleges, and vocational schools in California. Our Mission is to make education beyond high school financially accessible to all Californians.

Job Description Summary

Under the general direction of the Chief Deputy Director, the CEA is a member of the Executive Team and oversees the Fiscal & Administrative Services Division (FASD) which includes Business Services, Human Resources, Budgets, Accounting, and serves as a member of the Commission's leadership team advising the Commission, Executive Director and Chief Deputy Director on strategic planning, policy, and operations of the Agency.

The FASD CEA provides administrative support to all of CSAC whose central mission is to make education financially accessible to all Californians. This includes working in conjunction with CSAC senior management for numerous specialized contracts/programs and, developing and implementing existing programs as well as new programs.

Desirable Qualifications

In appraising experience, weight will be given to the following desirable qualifications as well as possession of the minimum qualifications and knowledge and abilities.

- Strong leadership and management team experience demonstrating an ability to motivate and supervise a multi-disciplinary professional staff, create a clear vision, set goals and expectations, encourage initiative at all levels, and use sound judgment in managing complex and varied programs.
- Experience and familiarity with the field of higher education, and efforts to make college affordable, including, but not limited to, student financial aid programs and services.
- Experience with long-range planning, budget and time management, and policy development and implementation.
- Experience in dealing with external contacts such as the Legislature, the Department of Finance, the California Technology Agency, Commissioners, key stakeholder representatives, and representatives of the higher education segments.

- Experience improving operational standards and procedures and the methods and way program divisions establish work processes to effectively manage information systems.
- Excellent oral and written communication skills.

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 permanent status in the civil service.

You may view general CEA information at:

<http://www.calhr.ca.gov/Pages/about-career-executive-assignments.aspx>.

Knowledge and Abilities

Applicants must demonstrate the ability to perform high-level administrative and policy 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.

Who Should Apply

Interested individuals who meet the minimum and desirable qualifications and are eligible to be appointed to the CEA classification.

Exam 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 to fill the position of **Deputy Director, Fiscal & Administrative Services Division** with the **CALIFORNIA STUDENT AID COMMISSION**.

The results of this examination will only be used to fill this position.

Applicants who fail to submit all components of the exam documents as described below and in this exam bulletin, will be eliminated from the exam process. Please clearly title your documents as the SOQ. Résumés and/or cover letters do not take the place of the SOQ.

The exam will consist of a review of each candidate's application, résumé, and Statement of Qualifications (SOQ), and is weighted 100%. The SOQ must identify the applicant's experience, education, certification, and training in his/her response to each of the above "Desirable Qualifications." The SOQ serves as documentation in responding to the Desirable Qualifications.

The SOQ must be no more than four (4) pages in length typewritten or generated on 8 ½ X 11" paper, using no smaller than a 11-point font. Each answer should address each of the desirable qualifications and numbered separately for each bulleted item. The SOQ must also include your total years of experience and civil service classification (if applicable) performing each of the "Desirable Qualifications" listed above. Responses must be complete, specific, clear, and concise.

Each applicant's experience, education, certification, and training will be independently rated for the position against specific job-related criteria developed from the minimum qualifications and desirable qualifications. It is critical that each applicant include specific information on how his/her experience, education, certification and training meet the minimum qualifications and desirable qualifications for this exam.

All candidate's will be assigned a rating and will be notified in writing of their final scores. In order to be successful in this examination, candidates must attain a minimum rating of 70.00%. The results of this examination will be used to establish an employment list. The list will be used to fill the Deputy Director of the Fiscal & Administrative Services Division position at the CA Student Aid Commission. Based upon the screening committee's evaluation of the competitive group, hiring interviews may be conducted with only the most qualified candidates, if it is determined necessary in order to make a selection.

The examining Department 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.

Special Testing Arrangements

If you have a disability and need special testing arrangements, mark the appropriate box on the Standard State Application (STD. 678) requesting a reasonable accommodation. You will be contacted to make specific arrangements. If it is decided a hiring interview is to be conducted and you need a reasonable accommodation, the request should be made at the time you are contacted for the interview. Questions regarding reasonable accommodations may be directed to the EEO contact listed on the job posting.

How to Apply/Final Filing Date

Interested and qualified candidates must complete a State Examination/Employment Application (STD. 678), résumé, and Statement of Qualifications.

Applications, Statements of Qualifications, and résumés must be received or postmarked by the final filing date, which is **January 16, 2020**. Electronic submission of applications, Statements of Qualifications, and résumés may be completed through your CalCareer account at www.jobs.ca.gov. Please contact the Personnel Office at (916) 464-8910 or by email at Personnel@csac.ca.gov if you need assistance with the electronic application process. Please include the **Job Control #186277 and RPA #19-001** on your application.

You may also submit your application package in person or by mail at:

California Student Aid Commission
ATTN: Recruitment, Personnel Services
11040 White Rock Rd., Suite 100
Rancho Cordova, CA 95670

California Student Aid Commission
ATTN: Recruitment, Personnel Services
P.O. Box 3210
Rancho Cordova, CA 95741-3210

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 IDENTITY OR EXPRESSION, 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 OF ANY PERSON. IT IS AN OBJECTION OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG FREE WORKPLACE. 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.

CALIFORNIA STUDENT AID COMMISSION

DUTY STATEMENT

Position Identification:

Employee Name:	Vacant
Classification:	CEA, Level A
Working Title:	Deputy Director, Fiscal & Administrative Services Division
Position Number:	270-734-7500-XXX
Location:	Rancho Cordova
License/Other Requirement:	N/A
Date Prepared:	July 1, 2019
Effective Date:	TBD

Function (Summary of Responsibilities):

Under the general direction of the Chief Deputy Director, California Student Aid Commission (CSAC), the Deputy Director, Administration (CEA, A) serves as a member of the Commission's leadership team, advising the Executive Director and Chief Deputy Director on strategic planning, policy, and operations of the agency. The Deputy Director formulates and implements agency-wide policies and regulations and provides oversight and policy direction to the Fiscal and Administrative Services Division (FASD), including Business Services, Human Resources, Budgets, and Accounting. Works in conjunction with Senior Management in the development and implementation of new programs that have statewide impact. The incumbent utilizes a high degree of expertise to analyze and resolve complex issues, ensures compliance with government codes and regulations and delivers reports and presentations to the Commission, the Executive and Leadership Team. The incumbent represents the Commission to control agencies, Governor's Office, and legislative staff on budget matters and oversees the preparation of budget change proposals. The incumbent advises the Executive Director on administrative and fiscal issues.

Reporting Relationships:

Reports directly to the Executive Director and Chief Deputy Director of the CA Student Aid Commission.

Program Identification:

The California Student Aid Commission is responsible for administering financial aid programs for students attending public and private universities, colleges, and vocational schools in California. The Commission's central mission is to make education beyond high school financially accessible to all Californians.

The Fiscal & Administrative Services Division is responsible for all CSAC administrative operations which includes Accounting, Budgets, Business Services, and Human Resources, and

provides overall administrative support for the Commission.

Job-Functions:

Candidates must be able to perform the following essential functions with or without reasonable accommodations.

- 35% Provide managerial oversight of the Commission's \$2.8 billion budget and financial accounting and reporting systems. Ensure the Commission's commitment to and accountability for the preservation and protection of State's resources through fair and consistent application of laws and responsiveness to the public. Oversee fiscal services including budget preparation and management, expenditure management, financial accounting, fiscal resource planning and allocation, and organizational review. Coordinate, collaborate, and consult with the State's control agencies (Financial Information System for CA, Department of Finance, State Controller's Office, and Department of General Services), Governor's Office, legislative staff, and others to ensure successful oversight of the Commission's budget. Provide reports and information about the status of the Commission's financial position to the Commission and its committees, and the Executive team, as necessary. Testify before the Legislature, as necessary.
- 25% Serve as a key decision-maker in the development and implementation of administrative policies and procedures. Identify and analyze complex, sensitive, and emerging administrative problems and recommend appropriate courses of action. Participates in policy discussions regarding statewide and program issues, and actively participates in ongoing improvements for meeting Commission goals and objectives. Develop, recommend, and oversee the implementation of state regulations to ensure that agency regulations are clear, necessary, legally valid, and available to the public. Serve as the Commission's liaison to the California Office of Administrative Law.
- 25% Oversees the management of administrative business services including management analysis, facilities management, fixed asset management, inventory and record retention services, building security, business services, procurement, contract development and management, departmental policy development and maintenance, and health and safety. Negotiates leases and sub-leases, ensuring State requirements are met. Represent the department, as necessary, on complex administrative matters involving high level management at the Department of Finance, Attorney General's Office and the State Controller's Office.
- 10% Provide recommendations and advice to the Chief Deputy Director in the management of the Human Resources Office, and the assessment of program needs and the establishment of goals; develop and recommend personnel-related policies, including program and policy changes consistent with FLSA and State and Federal policies, laws, and rules. Provide consultative advice on hiring, staffing resources and retention, and PYs for the Commission. Provide advice and guidance in the administration of labor relations, classification and pay, worker's compensation, employee recognition, training and development, workforce and succession planning, and all other pay, benefit, and performance issues. Develop and implement personnel policies that affect the Commission's civil services employees. Represent the Commission, as necessary, on

complex administrative matters involving high level management at the California Department of Human Resources, CalPERS, and the State Personnel Board.

Perform routine managerial duties as directed including leave reporting and approving administrative documents. Perform other duties as required by the Chief Deputy Director and/or Executive Director.

Non-Essential Functions

5% Other duties as required.

ADA Requirement:

Alternatives will be provided for incumbents who are unable to perform the non-essential functions of the job due to a disability covered under the Americans with Disabilities Act.

Physical Requirements:

Ability to operate and utilize office machines required to perform work tasks, such as copiers, faxes, calculators, personal computer, etc. these job duties may require the incumbent to work under demanding conditions and irregular hours during peak periods. Requires sitting for long periods while using a personal computer or reviewing documents and working papers.

Working Conditions:

Employee's work is to be performed within an office environment, and is equipped with standard or ergonomic office equipment, as needed. Attend meetings in designated conference rooms and be willing to travel to off-site locations.

Attendance:

Must maintain regular and acceptable attendance.

Signature:

By signing this document, I acknowledge that I have read and understand all the requirements and information above and will receive a copy of this duty statement.

Applicant/Employee Certification of Essential Functions: I certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties as described above with or without reasonable accommodations. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Personnel Office).

Professional Conduct: As an employee of the California Student Aid Commission, I shall conduct business in a professional and ethical manner by demonstrating integrity, honesty, good judgement, courtesy, and respect at all times. I shall be sensitive to, and responsible for, the efficient, economical, and legal implementation of all business operations.

Employee Signature Date

Supervisor Signature Date

*Duties of this position are subject to change and may be revised as needed or required.