



ALCOHOLIC BEVERAGE CONTROL, DEPARTMENT OF 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.

DEPARTMENT:	ALCOHOLIC BEVERAGE CONTROL, DEPARTMENT OF	RELEASE DATE:	Thursday, June 25, 2015
POSITION TITLE:	Assistant Director, Administration	FINAL FILING DATE:	Friday, July 17, 2015
CEA LEVEL:	CEA A	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 6,296.00 - \$11,053.00 / Month	BULLETIN ID:	06252015_4

POSITION DESCRIPTION

Under the administrative direction of the Director/Chief Deputy Director, the Assistant Director, Administration plans, organizes and directs all departmental administrative and support functions. As a member of the Executive staff, participates in the identification of sensitive issues, the formulation of policies and the development of strategies to best meet departmental objectives in meeting the Department's mission; advises and makes recommendations on proposals which involve all areas of Department responsibilities; signs delegated documents on behalf of the Director; meets and negotiates on behalf of the Department with legislative committees, Business, Consumer Services and Housing Agency, Legislative Analyst's Office, Bureau of State Audits, Department of Finance, Attorney General's Office and California Human Resources in establishing Department policy in the related areas of responsibility; plans, conceptualizes, implements, manages and evaluates a broad spectrum of administrative functions in support of the achievement of the objectives of the Department; these services include, but are not limited to human resources management, labor relations, equal employment opportunity, budget, fiscal management, business services, contracts, information technology, performance improvement, training, grant administration, management analysis, management of headquarter units, and public information.

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)

1. Demonstrated knowledge of the organization of the Department of Alcoholic Beverage Control (ABC) and its programs and policies, laws governing and administered by the ABC.
2. Demonstrated knowledge of the principles and practices of administrative functions, including Budgets, Human Resources, Accounting, Information Technology, Professional Standards, Training and Business Services.
3. Ability to establish and maintain positive working relationships and partnership with departmental leadership and other State agencies.
4. Demonstrated knowledge of strategic planning and ability to identify and develop creative solutions to make organizational improvements.
5. Experience in preparing and delivering testimony before legislative committees.
6. Excellent oral and written communication skills, the ability to be a leader and motivator, tact and persuasiveness.
7. Demonstrated ability to make decisions which affect the direction of a State agency. Strong management skills and ability to oversee work and performance of assigned programs.

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, Administration**, with the **ALCOHOLIC BEVERAGE CONTROL, DEPARTMENT OF**. 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 position, Assistant Director, Administration, exists in the Headquarter office location in Sacramento. 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, Administration, with the **ALCOHOLIC BEVERAGE CONTROL, DEPARTMENT OF**. 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 applications and Statement of Qualifications will be reviewed using predetermined evaluation criteria based on the minimum and desirable qualifications, applicants will be competitively ranked

according to their personal qualifications and experience. Interviews may be conducted with the most qualified applicants. All accepted applicants will be notified of their final score.

FILING INSTRUCTIONS

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:

ALCOHOLIC BEVERAGE CONTROL, DEPARTMENT OF, Human Resources
3927 Lennane Drive, Suite 100, Sacramento, CA 95834
Angela Hunter | 916-419-2563 | angela.hunter@abc.ca.gov

ADDITIONAL INFORMATION

You may deliver your application and statement of qualifications to Department of Alcoholic Beverage Control - 3927 Lennane Drive, 2nd Floor, Human Resources Office.

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 ALCOHOLIC BEVERAGE CONTROL, DEPARTMENT OF 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](#)