

REVISED EXAMINATION ANNOUNCEMENT

EXAM TITLE: PROGRAM MANAGER I, II, AND III
CALIFORNIA BAY-DELTA AUTHORITY SERIES

EXAM CODES: 6FS0101, 6FS0102, 6FS0103

EXAM BASE: OPEN

DEPARTMENT: DEPARTMENT OF FORESTRY AND FIRE PROTECTION

FINAL FILING DATE: APRIL 4, 2016*

INTERVIEWS: MAY/JUNE 2016**

The bulletin announcing the above examination has been amended as follows:

*The final filing date has been extended to April 4, 2016. Applications must be postmarked no later than April 4, 2016.

**It is anticipated that the qualifications appraisal interviews will be held in May/June 2016.

Please do not resubmit an application if you have already applied for this examination.



DELTA STEWARDSHIP COUNCIL

A California State Agency

PROGRAM MANAGER I, II, AND III CALIFORNIA BAY-DELTA AUTHORITY SERIES

Exam Code: 6FS0101 – PM I, 6FS0102 – PM II, 6FS0103 – PM III

Department(s):	California Bay-Delta Authority
Opening Date:	01/11/2016
Closing Date:	04/04/2016
Type of Recruitment:	Open
Salary:	Please see below for salary information
Exam Type:	Statewide

EEO

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.

DRUG FREE STATEMENT

It is an objective of the State of California to achieve a drug-free state 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.

WHO SHOULD APPLY?

Applicants who meet the minimum qualifications. This is an open examination. Applications will NOT be accepted on a promotional basis.

FILING INSTRUCTIONS

Final Filing Date: **April 4, 2016**

Examination/Employment Application (STD. 678) is available at the California Department of Human Resources' website at [State Application](#). Examination/Employment Application (STD. 678) may be submitted by mail or delivered in person.

MAIL:

Department of Forestry and Fire Protection
Examination Unit – (Attention: Jennifer Norris)
P.O. Box 944246
Sacramento, CA 94244-2460

SUBMIT IN PERSON:

Department of Forestry and Fire Protection
Examination Unit – (Attention: Jennifer Norris)
1300 U Street
Sacramento, CA 95818

Note: Applications **will not** be accepted via e-mail.

If you meet the entrance requirements for more than one classification in the Program Manager Series you may file for multiple examinations on a single application. Put the title(s) of each examination you wish to take on the application. Applications postmarked or personally delivered after the final filing date, **February 10, 2016**, will not be accepted for any reason.

RECRUITMENT SURVEY

As part of the application process, please follow this [web link](http://calfire.ca.gov/about/about_careers_exams.php) to complete a recruitment survey. If you are viewing this in paper form, visit the following website at http://calfire.ca.gov/about/about_careers_exams.php.

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, mark the appropriate box on the application and/or contact the Department of Forestry and Fire Protection at (916) 445-7824.

SALARY INFORMATION

Program Manager I, California Bay-Delta Authority

\$9,154.00 - \$10,395.00

Program Manager II, California Bay-Delta Authority

\$10,058.00 - \$11,420.00

Program Manager III, California Bay-Delta Authority

\$10,687.00 - \$12,140.00

ELIGIBLE INFORMATION

A departmental eligible list will be established for the Delta Stewardship Council. This list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

All applicants must meet the education and/or experience requirements for this examination by **April 4, 2016**, the final filing date.

NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

All applications/resumes must include "from" and "to" employment dates (month/day/year), time base, and applicable civil service class titles. Applications/resumes received without this information will be rejected.

MINIMUM QUALIFICATIONS

Program Manager I, California Bay Delta Authority

"Either" I

Experience: Two years of experience in the California state service performing duties comparable to those of a Staff or Senior Environmental Scientist.

"Or" II

Experience: Five years of broad and extensive experience in engineering, scientific research, public outreach, planning, regulatory development, investigative environmental, or similar work, including at least one year which must have been in a position responsible for the implementation of environmental policies, programs, plans, or research projects; or the conduct of an environmental monitoring and surveillance or environmental management program; or provided lead responsibility for the work of a multidisciplinary staff performing investigatory or regulatory work at a level equivalent to that of a Staff Environmental Scientist. and

Education: Possession of a Bachelor's Degree with a major in engineering, biological, chemical, physical, or environmental science, public administration, planning, or a closely related field. Possession of an advanced degree in one of the disciplines cited, or a closely related field, may be substituted for one year of the general work experience.

Program Manager II, California Bay Delta Authority

“Either” I

Experience: Two years of experience in the California state service performing duties comparable to those of a Program Manager I, California Bay Delta Authority

“Or” II

Experience: Five years of broad, extensive, and increasingly responsible experience in engineering, scientific research, public outreach, planning, regulatory development, investigative environmental or similar work, including at least one year which must have been in an administrative or supervisory position in charge of a staff responsible for the development or implementation of environmental policies, programs, plans, or research projects; or the conduct of a major environmental monitoring and surveillance, or environmental management program; or provide for the supervision of the work of a large multidisciplinary environmental investigatory or regulatory staff at a level of responsibility equivalent to that of a Program Manager I, California Bay Delta Authority. and

Education: Possession of a Bachelor's Degree with a major in engineering, biological, chemical, physical, or environmental science, public administration, planning, or a closely related field. Possession of an advanced degree in one of the disciplines cited, or a closely related field, may be substituted for one year of the general work experience.

Program Manager III, California Bay Delta Authority

“Either” I

Experience: Two years of experience in the California state service performing duties comparable to those of a Program Manager II, California Bay Delta Authority.

“Or” II

Experience: Five years of broad, extensive, and increasingly responsible experience in engineering, scientific research, public outreach, planning, regulatory development, investigative environmental, or similar work, including at least two years which must have been in a managerial position in full charge of a staff responsible for the development or implementation of environmental policies, programs, plans, or research projects; or the conduct of a major environmental monitoring and surveillance or environmental management program; or provide for management of the work of a large multidisciplinary environmental investigatory or regulatory staff at a level of responsibility equivalent to that of a Program Manager II, California Bay Delta Authority. and

Education: Possession of a Bachelor's Degree with a major in engineering, biological, chemical, physical, or environmental science, public administration, planning, or a closely related field. Possession of an advanced degree in one of the disciplines cited, or a closely related field, may be substituted for one year of the general work experience.

Note: Applicants must attach a copy of their four-year degree or a copy of their transcripts indicating the degree was obtained with the required coursework.

POSITION DESCRIPTION

This series specification describes three Program Manager classes used to perform a broad range of staff and management oversight work within the California Bay Delta Authority (CBDA). Oversight responsibility is directed by the Record of Decision, a 30-year plan developed and accepted by State, Federal, public, and private interest groups to restore the San Francisco Bay/Sacramento-San Joaquin Delta Estuary. Incumbents coordinate the activities of the twenty-four implementing agencies to promote balanced program implementation plans and activities that meet the goals and objectives of the CALFED Program and adhere to the Record of Decision. On behalf of the CBDA, incumbents provide direction to achieve balanced implementation, as well as integration of, and continuous improvement in, all program elements; track the progress of all program projects and activities, and assess overall achievement of the goals and objectives of the Program; seek and promote partnerships with local interests and programs that seek to integrate various water management and environmental options; modify, as necessary, and coordinate the modification of timelines and activities deemed necessary by the CBDA; develop policies and make decisions regarding program milestones; provide a forum for the resolution of conflicts or disputes among implementing agencies; provide specialist support to the Authority and the public advisory committee and subcommittees; review or prepare regulations for adoption; request and review reports; ensure prompt and balanced media utilization; and communicate with the Congress of the United States and the California State Legislature and others; and perform other related duties.

EXAMINATION INFORMATION

Qualifications Appraisal Interview: It is anticipated that interviews will be held during **May/June 2016**.

The examination will consist of a qualifications appraisal interview weighted 100%. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. **CANDIDATES WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

KNOWLEDGE, SKILLS, AND ABILITIES

Scope: All [Program Manager I, II, and III]

A. Knowledge of:

1. Knowledge of California water and ecosystem management, issues and policies to support implementation of the Delta Plan.
2. Knowledge of natural resource management principles, fisheries and wildlife management, and ecosystem services to support implementation of the Delta Plan.
3. Knowledge of effects of multiple stressors and their interactions with the environment to support implementation of the Delta Plan.
4. Knowledge of principles and techniques of project and team management to support the coequal goals.
5. Knowledge of performance management principles to track and report progress of environmental and water management plans, programs and projects that will further the achievement of the coequal goals.

B. Ability to:

1. Ability to provide direction to achieve balanced implementation, integration, and continuous improvement in program elements.
2. Ability to track costs and progress of all program projects and activities, and assess overall achievement of the goals and objectives of the program.
3. Ability to provide a forum for the resolution of conflicts or disputes among participating agencies to achieve balanced implementation of the coequal goals.
4. Ability to manage, lead, or administer program staff and resources in pursuit of Delta Plan and Delta Science Plan implementation.
5. Ability to seek and promote partnerships with state, federal and local interests, and programs to integrate various water and environmental management options.
6. Ability to ensure prompt and balanced media utilization.
7. Ability to analyze and evaluate information and reach sound conclusions to inform Delta Plan implementation entities.
8. Ability to analyze situations and take appropriate actions to inform adaptive management as described in the Delta Plan.
9. Ability to communicate effectively with all those contacted in the course of their work.
10. Ability to prepare clear, complete, and technically accurate reports and correspondence to ensure credibility relevance and legitimacy.
11. Ability to understand the applicability/relevance of rules, regulations, policies, and requirements of state and federal environmental protection and resource management programs to ensure most effective and efficient implementation of Delta Plan policies and recommendations.
12. Ability to develop innovative solutions to difficult environmental management and water problems.
13. Ability to analyze and synthesize scientific information, as well as review and interpret scientific and environmental reports.
14. Ability to maintain positive and effective working relationships with others within and outside of the agency.
15. Ability to develop, implement and report performance measures as well as the ability to compile and analyze data to implement performance measures.

Scope: Program Manager II and III

A. Knowledge of:

1. Knowledge of land use management issues and policies to support implementation of the Delta Plan.
2. Knowledge of state and federal environmental laws and regulations to support implementation of the Delta Plan.
3. Knowledge of principles and practices of supervision and management, including a manager's/supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.

B. Ability to:

1. Ability to modify and develop agency program policies, and make decisions regarding program milestones and outcomes.
2. Ability to plan and direct the work of subordinate staff, while effectively promoting equal opportunity in employment and maintaining a work environment that is free of discrimination and harassment.

Scope: Program Manager III

A. Knowledge of:

1. Knowledge of budgeting and other administrative functions to pursue Delta Plan and Delta Science Plan implementation.
2. Knowledge of state, federal and local legislative processes to update and amend Delta Plan and Delta Science Plan.

B. Ability to:

1. Ability to coordinate and integrate Delta Plan and Delta Science Plan activities to achieve the coequal goals.
2. Ability to communicate with the Congress of the United States, California State Legislature, and offices of the legislature to report progress toward achievement of the coequal goals

VETERANS PREFERENCE

Will be awarded in this examination, pursuant to Government Code Section 18973.1, effective January 1, 2014, as follows: 1) any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for veterans' preference, 2) An entrance examination is defined, under the law, as any open competitive examination, 3) Veterans' Preference is not granted once a person achieves permanent civil service status.

CAREER CREDITS

Career credits are not granted in open examinations.

CONTACT INFORMATION

Department of Forestry and Fire Protection
P.O. Box 944246
Sacramento, California 94244-2460
(916) 445-7824

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device
1 (800) 735-2929 (TT/TDD) 1 (800) 735-2922 (Voice)
STS is Speech-to-Speech Service for persons with a speech disability and is reachable at
1 (800) 854-7784 (California) or 1 (800) 947-8642 (Nationwide)

DISCLAIMER

Please go to the following website to review the official California Department of Human Resources (CalHR) class specification: <http://www.calhr.ca.gov/state-hr-professionals/pages/0783.aspx>

GENERAL INFORMATION

For an examination with a written feature, it is the candidate's responsibility to contact the Department of Forestry and Fire Protection, (916) 445-7824, three days prior to the written test date if he/she has not received his/her notice of appointment.

For an examination without a written feature, it is the candidate's responsibility to contact the Department of Forestry and Fire Protection three weeks after the final filing date if he/she has not received his/her notice.

If a candidate's notice of oral interview or performance test fails to reach him/her three days prior to their scheduled appointment due to a verified postal error, he/she will be rescheduled upon written request.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. However, locations of interviews or performance evaluations may be limited or extended as conditions warrant.

Applications are available online at CalHR, local offices of the Employment Development Department and the testing Department on this job bulletin.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The testing 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 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; and a state of health consistent with the ability to perform the assigned duties of the classification. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) Departmental promotional, 3) multi-Departmental promotional, 4) service-wide promotional, 5) Departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment and military veterans that meet all the minimum qualifications. Under certain circumstances, other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at Departmental personnel offices or www.jobs.ca.gov.

If High School Equivalence is Required: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

Veterans' Preference: Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, Veterans' Preference will be awarded as follows: 1) Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for Veterans' Preference. 2) An entrance examination is defined, under the law, as any open competitive examination. And 3) Veterans' Preference is not granted once a person achieves permanent civil service status. Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application (Std. Form 1093), which is available at <http://jobs.ca.gov/Job/VeteransInformation>, and the Department of Veterans Affairs.

Career Credits: In open, non promotional examinations, career credits are granted to: 1) State employees with permanent civil service status, 2) full-time employees of the State who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirement specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in, or are graduates of, the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination. Such examinations cannot be for managerial positions described in Government Code Section 3513. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their service status in the appropriate section of the Examination/Employment Application. (STD. 678).

Felony Disqualification: You are disqualified from being employed as a peace officer if: 1) you have been convicted of a felony in California or any other State; 2) you have been convicted of any offense in any other State which would have been a felony if committed in California; 3) you have been charged with a felony and adjudged by a superior court to be mentally incompetent; 4) you have been adjudged addicted or in danger of becoming addicted to narcotics, convicted, and committed to a State institution. If you have been convicted of a felony, you may be allowed to participate in this examination if your conviction(s): 1) has/have been sealed under Penal Code Section 851.7, 851.8, 1203.45, or Health and Safety Code Section 11361.5; 2) has/have been expunged or is/are expugnable pursuant to Health and Safety Code Section 11361.5 regarding marijuana offenses; 3) was/were stipulated or designated to be a lesser included offense of marijuana possession under Health and Safety Code Section 11557 or 11366.

Confidentiality and Security: Pursuant to Government Code Sections 19680(c) and 19681(b) it is unlawful to copy and/or furnish confidential examination material for the purpose of either improving or injuring the chances of any person or to obtain examination questions or other examination material before, during, or after an examination. Every person violating these provisions is guilty of a misdemeanor, and adverse action will be pursued. This may result in the person being barred from competition in future examinations, withheld from certification lists, or cancellation of eligibility for employment in State civil service.