



Financial Information System for California

**CAREER EXECUTIVE ASSIGNMENT
JOB EXAMINATION ANNOUNCEMENT**

JC-26643 - Deputy Director, Strategic Planning and Communications (CEA A)

Final Filing Date:Until Filled

Equal Opportunity Employer

The State of California is an equal opportunity employer that actively pursues and hires a diverse workforce. All qualified applicants will receive consideration for employment without regard to age, ancestry, color, disability (mental or physical), gender identity or expression, genetic information, marital status, medical condition, military veteran status, national origin, political affiliation, pregnancy, race, religion or creed, sex, sexual orientation, or any other factor that is not related to the job.

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.

Position Details

Job Control #:	JC-26643
Position #(s):	333-150-7500-005
Working Title:	Deputy Director, Strategic Planning and Communications (CEA A)
	C. E. A.
	\$6,453.00 - \$14,409.00
Classification:	(\$6,453 - \$9,277)
# of Positions:	1
Work Location:	Sacramento County
Job Type:	Career Executive Assignment - Non Tenured, Full Time

Department Information

The Financial Information System for California (FI\$Cal) is a historic partnership of the Department of Finance, the State Treasurer's Office, the State Controller's Office, and the Department of General Services — to transform the existing budgeting, accounting, procurement, and cash management systems to optimize the financial business management of the State. FI\$Cal will allow the State to operate as a single enterprise for the first time in history.

Department Website: <http://www.fiscal.ca.gov/careers/>

Job Description and Duties

Under the administrative direction of the Financial Information System for California (FI\$Cal) Chief Deputy Director, the Deputy Director, Strategic Planning and Communication Division (SPCD) fulfills significant leadership and policy responsibilities in strategic planning and client communication for a project of significant scope, complexity, and sensitivity.

The incumbent is responsible for establishing and managing the Strategic Planning and Communications Division and serving as a member of FI\$Cal's executive management. The incumbent provides leadership, oversight, and management of the Department's strategic planning and communication efforts. This includes overseeing strategic planning and research; client communications; external messaging and branding; and event planning and coordination. The incumbent also serves as a key advisor to the Director, Chief Deputy Director, and executive team on strategic planning processes and communication efforts.

Working Conditions

The incumbent will need to be on-site at the Project to carry out the Deputy Director, Strategic Planning and Communications Division duties. The sensitivity of the project may require excess hours to be worked to achieve project schedule requirements. The incumbent should be available to travel as needed.

Special Requirements

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- The position(s) requires incumbents pass a Background Investigation prior to being hired. The Background Investigation may include Criminal Background, Fingerprinting, and a review of any governmental records.

Application Instructions

Completed applications and all required documents must be received or postmarked by the Final Filing Date in order to be considered.

Final Filing Date: Until Filled

Who May Apply

Individuals who are eligible to be appointed to this Career Executive Assignment (CEA) by the State of California.

How To Apply

Completed Examination/Employment Application (STD 678) and applicable or required documents must be submitted to apply for this Job Posting. A completed copy of the Application Packet listing must be included, when submitting your application in hard copy.

Address for Mailing Application Packages

You may mail your application and any applicable or required documents to:

Financial Information System for California
Attn: FISCal, Human Resources Office
2000 Evergreen Street
Suite 120
Sacramento CA, 95815

Address for Drop-Off Application Packages

You may drop off your application and any applicable or required documents at:

FISCal, Human Resources Office
2000 Evergreen Street
Suite 120
Sacramento CA, 95815
08:00 AM - 05:00 PM

Required Application Documents

Please submit the following items with your application. Applicants who do not submit the required items timely may not be considered for this job:

- State Examination/Employment Application STD Form 678. All Experience and Education relating to the Minimum Qualifications listed on the Classification Specification should be included to demonstrate how you meet the Minimum Qualifications for the position.
- Statement of Qualifications - A Statement of Qualifications is a narrative discussion specifying how your background and experience relates to the duties of the specified position. The Statement of Qualifications serves as documentation of each candidate's ability to present information clearly and concisely in writing and no more than three pages in length

with a font size no smaller than 12 point. Please see below for information regarding the Statement of Qualifications. NOTE: Resumes are optional and do not take the place of the Statement of Qualifications.

- Resume is optional. It may be included, but is not required.

Applicants requiring reasonable accommodations for the hiring interview process must request the necessary accommodations if scheduled for a hiring interview. The request should be made at the time of contact to schedule the interview. Questions regarding reasonable accommodations may be directed to the EEO contact listed on this job posting.

Examination Qualification Requirements

This position requires an examination to be appointed. Applicants must meet the Minimum Qualifications for the Position in order to compete in the examination.

All applicants must possess the knowledge and abilities, and any other requirements, described in this announcement.

Note: Eligibility to take a CEA examination does not require current permanent status in the civil service.

General Qualifications

State civil service employees must possess essential general qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

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:

Knowledge of:

Principles and practices of strategic planning and management; Principles and strategies for effective external and internal communications; Communications role within the context of public policy development; Risk communication principles; Principles, practices, and trends of managing within a public agency; Principles, methods, techniques and tools for the effective management of projects from initiation through implementation; Principles and practices of change management; Performance management practices; Classification and compensation concepts and practices; Principles and practices of project management; The organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; and Matrix organization management.

Ability to:

Interact with high level officials and executives within the public and private sector in order to articulate and promote effective communication strategies, and identify possible outcomes and reactions to those communications; Demonstrate strong leadership skills, including the ability to facilitate the establishment of priorities, to provide direction, to build an effective team, and to be an effective member on the executive team; Communicate

effectively both orally and in writing; Perform public speaking engagements in both an informative as well as persuasive fashion; Quickly synthesize new information, determine information gaps, and conduct research to address information gaps; Develop and implement well-informed policies and procedures and evaluate program effectiveness; Supervise and direct the work of staff; Identify and establish performance objectives and develop effective performance measurements; Achieve defined objectives in a timely and cost effective manner; Coordinate and integrate the work of multiple teams and working groups; Analyze administrative, organizational, and operations problems, procedures, and practices, and develop solutions or take corrective action when problems arise; Establish and maintain effective working relationships with staff and stakeholders at all levels of the project; Provide input to project plans; Monitor project activities and resources to mitigate risk; Contribute to quality assurance; Give presentations or briefings on all aspects of the Project; Work effectively with others in a team environment; Meet tight timelines/deadlines and work under stress; Plan, coordinate, and organize own work and work of others to meet timeframes; Analyze information from multiple sources and make effective recommendations for action; Develop and mentor leadership skills in others; and Maintain an environment that encourages creative thinking, innovation, and the ability to tackle major changes.

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

In addition to evaluating each candidate's relative ability, as demonstrated by quality and breadth of experience, the following factors will provide the basis for competitively evaluating each candidate:

Examination Information

If you meet the requirements stated in this announcement, you may take this competitive examination. Possession of the Examination Qualifications requirements does not assure a place on the eligible list. Your performance in the examination will be compared with the performance of

others who take this examination, and all successful candidates will be ranked according to their scores.

A minimum rating of 70% must be attained in the Examination to obtain list eligibility for this position. All candidates will receive written notification of their examination results.

The results of this examination will be only be used to fill this position. Applications will be retained for twelve months.

Hiring interviews for the Job may be conducted with the most qualified candidates.

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, answer the Reasonable Accommodations question appropriately on your Application (STD 678). You will be contacted to make specific arrangements. Questions regarding reasonable accommodations may be directed to the EEO contact listed on this announcement.

Benefits

Free Parking!

Contact Information

The Human Resources Contact is available to answer questions regarding the position or application process.

- **Department Website:** <http://www.fiscal.ca.gov/careers/>
- **Human Resources Contact:**
Human Resources Office
(916) 576-5240
hr@fiscal.ca.gov
- Please direct requests for Reasonable Accommodations to the interview scheduler at the time the interview is being scheduled. You may direct any additional questions regarding Reasonable Accommodations or Equal Employment Opportunity for this position(s) to the Department's EEO Office.

EEO Contact:

EEO Officer

(916) 576-5240

EEO@fiscal.ca.gov

- California Relay Service: 1-800-735-2929 (TTY), 1-800-735-2922 (Voice) TTY is a Telecommunications Device for the Deaf, and is reachable only from phones equipped with a TTY Device.

Statement of Qualifications

1. Understanding of the vision, goals, and objectives of the FI\$Cal Project.
2. Knowledge of principles and practices of strategic planning and management.
3. Knowledge of principles and practices for effective external and internal communications.
4. Broad experience and understanding of the role of communications within the context of public policy development.
5. Strong leadership and management team experience demonstrating an ability to set goals and expectations, encourage growth and initiative at all levels, and use sound judgment in managing staff within a multi-disciplinary organization.
6. Demonstrated ability to communicate effectively with others as demonstrated by strong written and verbal communication skills, and particularly the ability to represent FI\$Cal effectively internally, with other government entities, and/or with the public.
7. Knowledge of principles and practices of organization, fiscal and human resources management, including demonstrated managerial level experience of the Department's Equal Employment Opportunity Program objectives.