



FINANCIAL INFORMATION SYSTEM FOR CALIFORNIA 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:	FINANCIAL INFORMATION SYSTEM FOR CALIFORNIA	RELEASE DATE:	Friday, December 4, 2015
POSITION TITLE:	Functional Services and Support Executive	FINAL FILING DATE:	Friday, December 18, 2015
CEA LEVEL:	CEA A	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 6,453.00 - \$ 9,277.00 / Month	BULLETIN ID:	12032015_7

POSITION DESCRIPTION

This position functions as the Functional Services and Support Executive (CEA A) for the Financial Information systems for California (FI\$Cal) Project. The Functional Services and Support Executive fulfills substantial leadership responsibilities for a project of significant scope, complexity and sensitivity. The FI\$Cal Project is a collaborative partnership between the Department of Finance, the State Controller’s Office, the State Treasurer’s Office and the Department of General Services to replace California’s aging financial management systems and improve business processes by implementing a statewide integrated financial and administrative management system utilizing Enterprise Resource Planning (ERP) software.

The Functional Services and Support Executive for FI\$Cal is responsible for providing day to day coordination operational supervision and policy direction to the Functional Services and Support Unit within the Business Team and has authority over the matrix Functional Services and Support Unit (Unit). This position oversees the Unit through all phases of the Project, including initiation, planning, procurement, implementation, and operations and maintenance.

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 current permanent status in the civil service.

SPECIAL REQUIREMENTS

Background Check

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)

Applicants must demonstrate the ability to perform leadership and administrative policy influencing functions effectively and plan, coordinate and direct the work and daily operations of others. Such overall ability requires possession of most of the following more specific knowledge and abilities:

- An understanding of the vision, goals, and objectives of the FI\$Cal Project.
- Knowledge of principals of project management and complexities of business transformation projects when implementing an Enterprise Resource Planning (ERP) solution.
- Broad experience developing and implementing well-informed administrative policies and procedures on a timely and economical basis.

- Broad experience planning, management, and supervising the collection of business requirements identified by analysts.
- 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.
- Broad experience managing or supervising the full range of financial management function business areas, including one or more of following: accounting, budgeting, cash management, and procurement.
- 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.
- Demonstrated ability to communicate effectively with others as demonstrated by strong written and verbal communication skills, and particularly the ability to represent FISCAL effectively internally, with other government entities, and/or with the public.

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 **Functional Services and Support Executive**, with the **FINANCIAL INFORMATION SYSTEM FOR CALIFORNIA**. 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.

Your signature on your application signifies that the information provided in your application, resume, and Statement of Qualifications is true and factual, and that any false, incomplete, or incorrect statements may result in disqualification from the examination process.

FILING INSTRUCTIONS

Applications submitted via fax and/or email will not be accepted.

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 three pages in length with a font size no smaller than 11 point.
- Resumes do not take the place of the Statement of Qualifications.

Applications must be submitted by the final filing date to:

FINANCIAL INFORMATION SYSTEM FOR CALIFORNIA, HUMAN RESOURCES OFFICE
2000 EVERGREEN STREET, STE 120, SACRAMENTO, CA 95815
GAM THAI | 916-576-5249 | GAM.THAI@FISCAL.CA.GOV

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 FINANCIAL INFORMATION SYSTEM FOR CALIFORNIA 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](#)