

---

# EXAM BULLETIN

---



STATE OF CALIFORNIA  
DEPARTMENT OF FINANCE  
915 L STREET, SACRAMENTO, CA 95814  
www.dof.ca.gov

## Career Executive Assignment

---

• AN EQUAL OPPORTUNITY EMPLOYER • COMMITTED TO A DRUG-FREE STATE WORKPLACE •

---

### Partner Business Executive FI\$Cal Project Support (CEA Level B)

**FINAL FILING DATE: March 24, 2017**

---

#### SALARY RANGE

\$9,255 - \$10,510

---

#### POSITION DESCRIPTION

Under the general direction of the Chief Operating Officer, Department of Finance, the Partner Business Executive for the Financial Information System for California (FI\$Cal) fulfills significant leadership responsibilities for Finance, related to the FI\$Cal Project.

---

#### MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications to compete in this examination:

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.

Applicants must possess the ability to perform high level administrative and policy-influencing functions effectively. Such overall ability is demonstrated by the following more specific knowledge and ability requirements:

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; personnel management techniques; and, the Department's Equal Employment Opportunity (EEO) Program objectives and the manager's role in the EEO Program, and the processes available to meet equal employment opportunity.
2. Ability to plan, organize, and direct the work of multi-disciplinary 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

## MINIMUM QUALIFICATIONS (CONT'D)

government, the public, and the legislative and executive branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and, promote equal opportunity in employment and maintain a work environment that is free from discrimination and harassment.

---

## DESIRABLE QUALIFICATIONS

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

- Proven management capabilities, including broad technical and management level experience in the state's budget, accounting, and administrative processes.
- Demonstrated ability to perform higher level administrative and policy influencing functions effectively. This includes the demonstrated ability to work effectively under intense pressure, and the capacity to make higher-level decision in a fast-paced and changing environment.
- Ability to communicate effectively with others as demonstrated by strong written and verbal communication skills, strong negotiating skills, and particularly the ability to represent Finance and the FI\$Cal Project effectively internally, with the Legislature, and with the public.
- Demonstrated ability to establish and maintain confident, credible, and cooperative relationships with people at Finance, FI\$Cal, partner departments, and other entities.
- Demonstrated ability to apply new ways of thinking, solve problems, create new ideas, and develop new approaches to achieve the Department's mission.
- 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.
- Demonstrated ability to coach and mentor employees to create a work environment that stimulates learning, encourages growth, and recognizes individual achievements to ensure peak performance.
- Knowledge of principles and practices of organization, fiscal and human resources management, and the Department's EEO Program objectives.
- Demonstrated ability and commitment to create and foster an environment that consistently emphasizes the Department of Finance's core values.

## DESIRABLE CHARACTERISTICS

The Department of Finance has a strong history of laudably fulfilling its responsibilities. That history of performance has garnered the Department respect from successive Administrations and Legislatures and earned it a reputation as a venerable institution. That foundation of this reputation is a set of core values that guide the actions of the employees who, collectively, are the Department of Finance. Those core values are:

- Integrity - Consistently adhere to the duty to execute the mission and responsibilities of the Department of Finance while advancing the goals of the Administration.
- Expertise - Be a reliable source of accurate information and sound fiscal and policy advice.
- Teamwork - Work together collaboratively and in recognition of the contribution each makes to the common purpose of serving the Department, the Administration, and the State.
- Respect - Recognize the validity of other points of view and treat others with civility.
- Problem Solving – Strive to find practical and effective solutions to achieving desired goals.

---

## EXAMINATION INFORMATION

This examination will consist of a Statement of Qualifications (SOQ). 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 results of this examination may be used to fill the Partner Business Executive, FI\$Cal Project, (CEA Level B) vacancy in the Department of Finance and may be used to fill subsequent vacancies for this position for a period of up to 12 months; however, the examination may be reopened to supplement the number of qualified competitors.

---

## SPECIAL EXAMINATION ARRANGEMENTS

If you have a disability and need special testing arrangements, mark the appropriate box in Question 2 of the application. You will be contacted to make specific arrangements.

**Note: All applications MUST include a current valid email address as examination material may be sent via e-mail, e.g., examination notices, access to examination material, etc.**

---

## FILING INSTRUCTIONS

Submit an “Examination and/or Employment Application” (Std. 678) that clearly addresses your experience and job titles, names and addresses of employers, period of employment, list of degrees and certificates obtained with dates received, and education relevant to the Minimum Qualifications listed. The Std. 678 is available at the California Department of Human Resources’ website at <https://www.jobs.ca.gov/Public/StateForms.aspx> .

**FILING  
INSTRUCTIONS  
(CONT'D)**

- In addition to submitting a Std. 678, a “Statement of Qualifications” with specific information and examples of how your background meets the Minimum Qualifications, Desirable Qualifications, and Desirable Characteristics must be submitted. Further, this Statement of Qualifications must discuss your ability to perform the duties of this position. Statements must be prepared in narrative format typed to facilitate easy reading, and not exceed three pages in length with a font size no smaller than 11 point. Resumes do not take the place of the Statement of Qualifications.
- All applications and Statement of Qualifications must be received on or before 5:00 p.m. on **March 24, 2017**, the final filing date. Applications filed in person, delivered, or received via interoffice mail, or postmarked after the final filing date will NOT be accepted for any reason. Facsimile of applications will not be accepted. Applications received without the required Statement of Qualifications will not be accepted.

**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.**

All Examination Applications must be submitted directly to:

Department of Finance  
Human Resources Office  
915 L Street, Suite 1235  
Sacramento, CA 95814

---

**GENERAL  
INFORMATION**

The California Department of Finance 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.

**It Is The Candidate's Responsibility** to contact the Human Resources Office at (916) 323-4071, TDD (916) 324-6547 three days prior to the written test date if he/she has not received his/her notice. For an examination without a written feature it is the candidate's responsibility to contact the Human Resources Office at (916) 323-4071, or TDD 324-6547 three weeks after the final filing date if he/she has not received a progress notice. If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

**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 class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

If you meet the requirements stated on the reverse, 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 described on the other side of this bulletin will be compared with the performance

of the others who take this test (based upon job-related criteria), and all candidates who pass will be ranked according to their scores.

**Equal Opportunity:** An equal opportunity employer to all regardless of age, ancestry, color, denial of family and medical care leave, disability, gender identity or expression, genetic information, marital status, medical condition, military and veteran status, national origin, political affiliation, race, religion, sex, or sexual orientation of any person.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental, 4) servicewide promotional, 5) departmental open, and 6) open. When there are two lists of the same kind, the older list will be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin.

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

**Privacy Policy:** Pursuant to Government Code §11019.9 and Management Memo 00-14, the Department of Finance maintains a permanent privacy policy in adherence with the Information Practices Act of 1997. Finance's Privacy Policy is posted on the Department's website at [www.dof.ca.gov](http://www.dof.ca.gov)