



## EMPLOYMENT DEVELOPMENT DEPARTMENT CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. 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.

<b>DEPARTMENT:</b>	EMPLOYMENT DEVELOPMENT DEPARTMENT	<b>RELEASE DATE:</b>	Wednesday, August 6, 2008
<b>POSITION TITLE:</b>	Chief, Unemployment Insurance Policy and Coordination Division	<b>FINAL FILING DATE:</b>	Saturday, September 6, 2008 <i>or until filled</i>
<b>CEA LEVEL:</b>	CEA 2	<b>EXTENDED FINAL FILING DATE:</b>	
<b>SALARY RANGE:</b>	\$ 7,815.00 - \$ 8,616.00 / Month	<b>BULLETIN ID:</b>	07282008_8

### POSITION DESCRIPTION

Under the general direction of the Deputy Director, Unemployment Insurance (UI) Branch, the Chief, Unemployment Insurance Policy and Coordination Division (UIPCD), plans, organizes, and facilitates the development, implementation, and maintenance of UI benefit program policies and procedures. This information is used in the formulation of UI policy and analysis for issues arising from the U.S. Department of Labor, U.S. Immigration and Naturalization Service, U.S. Congress, California Legislature, other state Employment Security Agencies, other entities within the administration, the public, and other special interest groups.

The incumbent is responsible for the programmatic development of automated service delivery and management information systems to support the program, thereby ensuring its successful operation and oversight. The Chief, UIPCD, serves as a member of the UI Branch executive management team.

### MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

#### Either I

Must be a State civil service employee with permanent civil service status.

#### Or II

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990.

#### Or III

Must be a non-elected exempt employee of the Executive Branch for two or more consecutive years

(excluding those positions for which salaries are set by statute) as defined in Government Code Section 18992.

## **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 1.** Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

**CEA Levels 2 and 3.** Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

**CEA Levels 4 and 5.** Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

**DESIRABLE QUALIFICATION(S)**

1. Experience in the management and administration of a statewide program with extensive field operations.
2. Strong leadership and management team experience demonstrating an ability to create a clear vision, set goals and expectations, encourage leadership and initiative at all levels, and use sound judgment in managing complex and varied programs.
3. Familiarity with EDD's major programs, including Disability Insurance, Employer Tax, and Workforce Services.
4. Familiarity with the Unemployment Insurance program: specifically the legal basis and pending policy issues, automation challenges, budgetary issues from a state and federal perspective, quality oversight and associated federal requirements, service delivery alternatives employed nationally, and field operations and procedures.
5. Ability to establish and maintain effective working relationships with Executive Staff, a wide variety of departmental staff, the California Labor and Workforce Development Agency, Governor's Office, public/private agencies, and state and federal organizations.
6. General knowledge of labor force issues, including employers and the unemployed, private and governmental agencies, and the ability to establish effective relationships with these groups.
7. General knowledge and experience for project management for automated systems and the development, implementation, and oversight required to work with Information Technology staff/management.
8. Familiarity with the Department's major automated systems.
9. Knowledge of quality customer service principles and demonstrated use of customer expectations to improve processes and/or products.

**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 **Chief, Unemployment Insurance Policy and Coordination Division**, with the **EMPLOYMENT DEVELOPMENT DEPARTMENT**. Applications will be retained for twelve months.

*The results of this examination will be used only to fill this position.*

**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:**

EMPLOYMENT DEVELOPMENT DEPARTMENT, Human Resource Services Division  
PO Box 826880, MIC 54, Sacramento , CA 94280-0001  
Lisa McVay | (916) 653-8456 | [lmcvay@edd.ca.gov](mailto:lmcvay@edd.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 EMPLOYMENT DEVELOPMENT 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.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

**Class specs:** <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>