



CALIFORNIA PRISON INDUSTRY AUTHORITY 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.

DEPARTMENT:	CALIFORNIA PRISON INDUSTRY AUTHORITY	RELEASE DATE:	Monday, November 24, 2014
POSITION TITLE:	BRANCH MANAGER	FINAL FILING DATE:	Wednesday, December 10, 2014
CEA LEVEL:	CEA A	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 6,296.00 - \$ 9,051.00 / Month	BULLETIN ID:	11042014_2

POSITION DESCRIPTION

Under the general direction of the Assistant General Manager, Operations Division, this position provides high level management of various programs as assigned; directly supervise staff that leads to the success of the programs. This includes all matters of policy related to the production of goods, provided services, personnel, budgeting, fiscal and procurement.

The Branch Manager is responsible for the departmental procedures and policies unique to the various programs assigned (branch responsibility). This Branch Manager assignments include CALPIA's statewide On-Time Delivery program, E-waste, Construction Services and Facilities Maintenance enterprise, warehousing and operational maintenance and repair.

The scope of policy making includes the formulation and evaluation of production/performance standards, provide recommendation on issues such as enterprise closure and expansion/development, represent CALPIA on custody and contractual matters, develop organization strategies for various product lines and services, and independently represent CALPIA with control agencies.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a current State civil service employee with permanent civil service status, as defined in Government Code Section 18546.

Or II

Must be a current or former employee of the Legislature, who resigned or was released from service within the last 12 months, and with two or more consecutive years of service as defined in Government Code Section 18990.

Or III

Must be a current or former nonelected exempt employee of the Executive Branch of **government** who resigned or was released from service within the last 12 months, and with two or more consecutive years of service (excluding those positions for which the salaries are set by statute) as defined by Government Code Section 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code Section 18991.

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)

Your Statement of Qualifications **must** specifically address each Desirable Qualification listed below. The desirable qualifications listed on this announcement will be used as the evaluation criteria. Please number each response in the same order as listed and provide specific information on you experience, knowledge and abilities that are applicable to the evaluation criteria.

1. Describe in detail your managerial experience providing direction and leadership on various program policies and procedures.
2. Describe in detail your experience directly managing and providing oversight of a diverse operation which should include manufacturing and/or service programs.
3. Describe in detail your experience developing and implementing methods and techniques to organize and direct the work of programs and staff, with successful results.
4. Describe in detail your experience developing strategies to improve and/or maintain performance of programs.
5. Describe in detail your managerial/supervisory experience with administrative functions such as personnel, fiscal and procurement.
6. Describe in detail your experience establishing and maintaining cooperative working relationships with all levels in various government and public organizations.

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 **BRANCH MANAGER**, with the **CALIFORNIA PRISON INDUSTRY AUTHORITY**. 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.

This examination will consist of a review of each candidate's application/resume and Statement of Qualifications by a screening committee. Candidates with the most desirable qualifications will have their applications submitted for further consideration. Interviews may be conducted with the most qualified applicants if the General Manager finds them necessary to make a selection.

FILING INSTRUCTIONS

Applicants that fail to submit a Statement of Qualifications will be disqualified. Applicants must address/give specific examples for each desirable qualification on their Statement of Qualifications. Applicants failing to address each desirable qualification will be eliminated from the exam process.

Applications must be postmarked by the final filing date. Faxed or electronically sent applications 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 two pages in length. No smaller than size 10 font.
- Resumes do not take the place of the Statement of Qualifications.

Applications must be submitted by the final filing date to:

CALIFORNIA PRISON INDUSTRY AUTHORITY, Human Resources -- Examination Unit
560 East Natoma Street, Folsom, CA 95630
Rae Powers | (916) 358-2696 | rae.powers@calpia.ca.gov

ADDITIONAL INFORMATION

If you are personally delivering your application package, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, on or before the final filing date.

Application packages postmarked, personally delivered, or received via interoffice mail after the final file date will not be accepted for any reason. If you have any questions in regards to this CEA Exam Bulletin, please call (916) 358-2696.

Any candidate applying as a Veteran under Government Code 18991 must submit a copy of their DD214 with their application package.

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 CALIFORNIA PRISON INDUSTRY AUTHORITY 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](#)