



HORSE RACING BOARD, CALIFORNIA 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:	HORSE RACING BOARD, CALIFORNIA	RELEASE DATE:	Thursday, July 14, 2011
POSITION TITLE:	Assistant Executive Director, CEA 2	FINAL FILING DATE:	Thursday, July 28, 2011
CEA LEVEL:	CEA 2	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 7,815.00 - \$ 8,616.00 / Month	BULLETIN ID:	07142011_4

POSITION DESCRIPTION

This position is pending a hiring freeze exemption approval. The California Horse Racing Board (CHRB) regulates all horse racing meetings in California where parimutuel wagering is conducted. The CHRB is responsible for generating public revenue, and providing uniform regulations for each type of horse racing. The CHRB also administers and enforces all laws and regulations affecting horse racing and parimutuel wagering adjudicates controversies arising from enforcement of these laws and licenses of the various racing associations.

Under the general direction of the Executive Director, the Assistant Executive Director provides management, oversight and policy direction to CHRB staff which includes administrative functions, licensing functions, and contracting of Stewards and Official Veterinarians; assists the Executive Director in the development and implementation of new and revised CHRB policies; participates with other executive staff in determining and establishing broad program policy as it relates to the Board; reviews legislation and legislative analyses prepared by Board staff and monitors activity on legislation affecting programs within the CHRB; advises and makes recommendations to the Executive Director on the development, implementation and evaluation of legislative proposals impacting the CHRB; serves as the liaison between CHRB, stakeholders, other governmental entities (i.e. Senate and Assembly legislative committees) and legislators; at the direction of the Executive Director, acts as a resource specialist for the Executive Director and, as directed, for the various CHRB committees by researching, reviewing, and conducting studies as appropriate on complex and/or sensitive issues; and completes special projects and performs other executive management functions.

The Assistant Executive Director is significantly responsible for policy formulation, line operations, and develops and maintains cooperative relations with representatives of racing associations, public and private agencies and the media. Under the general direction of the Executive Director, CHRB, plans, coordinates and directs the internal operations of the CHRB; assists in the planning and implementing of specialized programs; acts for the Executive Director in his absence, and is a

member of the Executive Staff.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 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 § 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 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. Understands the context and mission of the CHRB both internal and external. Has an awareness of the CHRB's critical issues, anticipates and influences the future. Has the ability to organize for success; understands how to facilitate functional needs and structure to achieve strategic plans.
2. Cooperates to achieve the CHRB's mission, goals, and values and encourages diversity of opinions. Has the ability to enhance his/her own ability and the ability of others to contribute.
3. Understands internal and external customers and has a true desire to build credibility. Has a personal compass composed of clear principles and the flexibility to balance between literal adherence to rules and the use of policy as a guide. Has the ability to make decisions and be accountable for those decisions.
4. Recognizes that people are the CHRB's most valuable resource. Can identify and define needs of the CHRB, attract candidates, evaluate, and select the most qualified. Takes the time to develop and encourage staff to achieve their true potential.
5. Experience at the managerial or supervisory level in the development and implementation of policies relating to specific departmental programs.
6. Experience in managing multi-disciplinary professional and administrative staff in order to advance the activities of all programs.
7. Experience in dealing with a variety of internal and/or external groups on issues of a high profile and/or politically sensitive nature.
8. Experience in developing and maintaining cooperative working relationships with, and securing the support of, internal and external groups (i.e., legislature, local government, State and/or Federal government, the racing industry, stakeholders, etc.) that add value to the organization and to the efficiency and effectiveness of its programs.
9. Experience presenting issues before the legislature, local government, State Boards or

Commissions, various control agencies, other State agencies, stakeholders and/or 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 **Assistant Executive Director, CEA 2**, with the **HORSE RACING BOARD, 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.

The examination process will consist of an application, resume, and Statement of Qualifications screening process. Failure to submit the required documents will result in disqualification.

The Standard State Application, Resume, and Statement of Qualifications will be used to evaluate applicants' education and experience as it relates to the minimum qualification and desirable qualifications listed above, and may also serve as documentation of each candidate's ability to present information clearly and concisely in writing since this is a critical factor to successful job performance. Therefore, it is to your advantage to invest the time and effort to completely describe your knowledge, skills, and abilities. The Statement of Qualifications may be the only basis for your final score and rank on the list. Failure to demonstrate sound organizational structure, clarity, and correct mechanics (spelling, grammar, and punctuation) will result in disqualification.

All applicants will be ranked competitively and notified of examination results. The results of this examination may only be used to fill subsequent vacancies in this position within the next twelve months.

FILING INSTRUCTIONS

Applicants must submit the following:

Standard State Application (Std. Form 678) that clearly addresses your job titles, names, and addresses of employers, periods of employment, time and tenure, education, and any licenses and/or credentials you may possess.

Resume that clearly addresses your experience and job titles, names and addresses of employers, periods of employment, time and tenure, education, and any licenses and/or credentials you may possess. The resume does not take the place of the Standard State Application or the Statement of Qualifications.

Statement of Qualifications must be typed on 8 ½ X 11 paper with minimum font size of 10. The Statement of Qualifications must describe the applicant's management philosophy along with a description of experience, knowledge, skills and abilities that relates to the desirable qualifications listed above.

Send all documents **MUST BE POSTMARKED** no later than the final file date to:

**ATTN: WENDY MATSUDA CALIFORNIA HORSE RACING BOARD 1010 HURLEY WAY,
SUITE 300 SACRAMENTO, CA 95825**

Contact number: (916) 263-6049

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 and no smaller than 10 font.
- Resumes do not take the place of the Statement of Qualifications.
- Include a resume

Applications must be submitted by the final filing date to:

HORSE RACING BOARD, CALIFORNIA, Human Resources Unit
1010 Hurley Way Suite 300, Sacramento, CA 95825
Wendy Matsuda | (916) 263-6049 | wendym@chr.ca.gov

ADDITIONAL INFORMATION

This position is pending a hiring freeze exemption approval.

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 HORSE RACING BOARD, 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: <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>