

C.E.A.



CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT JC 106942

Visit our Website at www.chrb.ca.gov

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: **CALIFORNIA HORSE RACING BOARD**

POSITION TITLE: **CHIEF, ENFORCEMENT AND LICENSING,
C.E.A. LEVEL A**

SALARY: **\$6,913- \$9,937**

FINAL FILING DATE: **MAY 16, 2018**

DEPARTMENT INFORMATION

It is the mission of the California Horse Racing Board (CHRB) to ensure the integrity, viability, and safety of California's horse racing industry by regulating pari-mutuel wagering for the protection of the public, promoting horse racing, breeding, and wagering opportunities, and fostering safe racing through the development and enforcement of track safety standards and regulations for the health and welfare of all participants.

This position is located at:

California Horse Racing Board
1010 Hurley Way, Suite 300
Sacramento, CA 95825

POSITION DESCRIPTION

The Chief, Enforcement and Licensing, is a peace officer position. Under the general direction of the Executive Director, the Chief of Enforcement and Licensing is responsible for planning, organizing and directing the activities and daily operations of the Enforcement and Licensing Units; advising and assisting the Executive Director in the development and maintenance of statewide enforcement and licensing policy and procedures and other specialized programs as directed; maintains oversight of statewide CHRB enforcement and licensing projects and is a member of the CHRB's Executive Staff.

MINIMUM QUALIFICATIONS

CEA examinations are open to all applicants who possess the knowledge and abilities, and any other requirements as described in the examination bulletin. Eligibility to take a CEA examination does not require current permanent status in civil service.

IMPORTANT INFORMATION:

It is the policy of the CHRB that no person may be hired as an employee if that person has been convicted of a felony or any gambling-related offense. Prior to appointment to the position, the individual selected must complete a Personal History Statement, be fingerprinted for checking criminal records, and undergo a background investigation.

Because this is a peace officer position, peace officer standards will apply as follows:

Citizenship Requirement: Pursuant to Government Code Section 1031 (a), in order to be a peace officer, a person must either be a U.S. Citizen or be a permanent resident alien who is eligible for and has applied for U. S. Citizenship. Any permanent resident alien who is employed as a peace officer shall be disqualified from holding that position if his/her application for citizenship is denied.

Felony Disqualification: Pursuant to Government Code Section 1029, persons convicted of a felony are disqualified from employment as peace officers except as provided under Welfare and Institutions Code, Division 2, Chapter 3, Article 8, Section 1179 (b), or Division 2.5, Chapter 1, Article 4, Section 1772 (b). Except as provided for by these statutes, persons convicted of a felony are not eligible to compete for, or be appointed to, positions in peace officer classifications.

Firearm Conviction Disqualification: Anyone who is restricted for employment-related purposes from accessing, possessing, carrying, receiving, or having under his/her control a firearm or ammunition under all applicable State or Federal laws is ineligible for appointment to any position in peace officer classifications.

Firearms Requirement: Persons convicted of a misdemeanor crime of domestic violence as defined in the amended Federal Gun Control Act of 1968 are disqualified from appointment to peace officer classifications.

Background Investigation: Pursuant to Government Code Section 1031, persons successful in peace officer examinations shall be required to undergo a thorough background investigation prior to appointment.

Medical Requirement: Pursuant to Government Code Section 1031, persons appointed to peace officer classifications shall undergo a medical examination to determine that he or she can perform the essential functions of the job safely and effectively.

Psychological Requirement: Pursuant to POST Regulations 1002 (a) (7) requires psychological screening of applicants for peace officer classifications.

Training Requirements: Under provisions of Penal Code Section 832, successful completion of training is required for status in peace officer classifications.

Drug Testing Requirement: Applicants for positions in these classes at some departments/agencies are required to pass a drug-screening test.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy-influencing functions effectively. Such overall ability requires possession of the following more specific knowledge and abilities:

- A. 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; the department's or agency's equal employment opportunity objectives; and a manager's role in the equal employment opportunity program.
- B. 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 government, the public and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; effectively contribute to the department's or agency's equal employment opportunity objectives.

These knowledge and abilities are expected to be obtained from broad administrative or program manager experience with substantial participation in the formulation, operation and/or evaluation including execution of program policies. (Experience may have been paid or volunteer, in State service, other government settings or in a private organization.)

DESIRABLE QUALIFICATIONS

1. Progressively responsible experience in a law enforcement agency. At least three years must have been in a position which included administrative and supervisory responsibilities over an investigative services program involving duties such as directing and assigning work to investigators; maintaining statistics, and representing the agency with other governmental jurisdictions.
2. Demonstrated ability to develop and implement organizational improvements or innovations.
3. Experience at the managerial or supervisory level in the development and implementation of policies relating to specific departmental programs.

4. Demonstrated ability to make decisions and be accountable for those decisions.
5. 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.
6. Demonstrated ability to supervise a multi-disciplinary professional and administrative staff in order to advance the activities of all programs.

EXAMINATION INFORMATION

The examination will consist of a Statement of Qualifications screening process. A departmental evaluation panel will review and score the Statement of Qualifications based on the Desirable Qualifications for the position, and the competitive nature of each candidate's relevant knowledge, skills, and experience.

The Statement of Qualifications may be the only basis for your final score and rank on the list. It is to your advantage to completely describe your knowledge, skills, and abilities. Failure to demonstrate sound organizational structure, clarity, and correct mechanics (spelling, grammar, and punctuation) will result in disqualification.

If you meet the requirements stated in this announcement, you may take this competitive examination. Possession of the Examination Qualifications requirements does not assure a place on the eligible list. Your performance in the examination will be compared with the performance of others who take this examination, and all successful candidates will be ranked according to their scores.

A minimum rating of 70% must be attained in the examination to obtain list eligibility for this position. All candidates will receive written notification of their examination results.

The results of this examination may only be used to fill this position. The list will be retained for twelve months.

Hiring interviews may be conducted with the most qualified candidates.

The California Horse Racing Board 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 the civil service laws and rules and all competitors will be notified.

SPECIAL REQUIREMENTS

This position requires the following prior to being hired:

- Background Investigation to be cleared
- Medical Clearance
- Psychological Evaluation Clearance
- POST Certificate

HOW TO APPLY:

Complete Application Packages (including Examination/Employment Application (STD 678) and required documents) must be submitted to apply for this job posting. Application Packages may be submitted electronically through your CalCareer Account at www.jobs.ca.gov. When submitting your application in hard copy, a completed copy of the Application Package listing must be included. If you choose not to apply electronically, a hard copy Application Package may be submitted to the following address either by mail (postmarked) or in person by COB on the final file date, **May 16, 2018**, in order to be considered.

California Horse Racing Board
Attn: Human Resources Unit
1010 Hurley Way, Suite 300
Sacramento, Ca 95825

Contact number: (916) 263-6000

[Official Examination Bulletin](#)

Dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the USPS, are not considered Postmark dates for the purpose of determining timely filing of an application.

REQUIRED APPLICATION DOCUMENTS

Applicants must submit the following:

- **State Examination/Employment Application (STD 678)** that clearly addresses your job titles, names, and addresses of employers, periods of employment, time and tenure, reason for leaving, education, and any licenses and/or credentials you may possess.
- **Criminal Record Supplemental Questionnaire** is an additional page listed with the Standard State Application used for peace officer positions.
- **Resume** that clearly addresses your experience and job titles, names and addresses of employers, periods of employment, time and tenure, reason for leaving, 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.
- **POST Certification** at the least, submit a copy of the Basic POST certification.
- **Statement of Qualifications** - A Statement of Qualifications (SOQ) is a narrative discussion regarding how the applicant's education, training, experience, and skills meet the desirable qualifications for this position. In addition, the SOQ serves as documentation of each candidate's ability to present information clearly and concisely in writing.

In your SOQ, please address how you possess each desirable qualification using specific examples of your education, training, and experience. This will be the only tool used for determining your final score and rank on the eligibility list for this position. Please address and number the Desirable Qualifications in the same order as listed on this bulletin under the Desirable Qualifications section. The SOQ must be typed, single spaced. 12 point font, and no more than 3 pages in length. Applicants who do not follow these requirements may be disqualified from the examination. Cover letters and resumes do not take the place of SOQs.

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangement, answer the Reasonable Accommodations question appropriately on your Examination/Employment Application (STD 678). 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 ensure a place on the list.

The California Horse Racing Board 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 the civil service laws and rules and all competitors will be notified.

GENERAL QUALIFICATIONS

Applicants must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device. The California Horse Racing Board utilizes the California Relay Service. The numbers available for use are 1-800-735-2929 (TT/TDD) and 1-800-735-2922 (VOICE).