



SPECIAL ASSISTANT, DEPARTMENT OF FOOD AND AGRICULTURE

Class Code: 6969 - Exam Code: 6FA09

Opening Date:	03/25/16
Closing Date:	04/15/16
Type of Examination:	Departmental Promotional
Salary:	\$7,254-\$8,242
Employment Type:	Permanent Full-time Permanent Part-time Permanent Intermittent Limited Term Full-time Limited Term Part-time Limited Term Intermittent
Exam Type:	Spot/Sacramento

EQUAL EMPLOYMENT OPPORTUNITY

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.

DRUG FREE STATEMENT

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.

WHO CAN APPLY

This is a Departmental promotional examination for the California Department of Food and Agriculture. Applicants must meet one of the following criteria to participate in this examination.

1. Applicants must have a permanent civil service appointment with the California Department of Food and Agriculture as of the final filing date, in order to participate in this examination; or
2. Must be a current or former employee of the Legislature for two or more years as defined in Government Code § 18990; or
3. Must be a current or former non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code § 18992; or
4. 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; or

WHO CAN APPLY CONTINUED

Under certain circumstances, other employees (i.e. former Department employees or current employees on TAU, T&D, and LT status) may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. This is a promotional examination. Career credits do not apply.

NOTE: Veterans must provide a copy of their DD214 for entrance requirements.

HOW TO APPLY

Submit a Standard State Application (STD. form 678) to the California Department of Food and Agriculture no later than the **Final Filing Date, Friday, April 15, 2016.**

- Standard State Application (STD. form 678) is available through the internet at <https://jobs.ca.gov/Public/StateForms.aspx>
- All applications must include “to” and “from” dates (month/day/year) and time base. **Applications received without this information may be rejected.**
- Resumes **will not** be accepted in lieu of a completed State Application, (STD. form 678).
- Your signature on your application indicates that you have read, understood, and possess the basic qualifications required. Only applications with original signature will be accepted.

DO NOT SUBMIT APPLICATIONS TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES (CalHR).

WHERE TO APPLY**HAND DELIVER OR MAIL TO:**

California Department of Food and Agriculture
Examination Unit, Attn: **Darlene Hayashi**
1220 N Street, Room 242
Sacramento, CA 95814
(916) 403-6584

NOTE: Facsimiles (FAX) or emailed applications will not be accepted under any circumstances.

FINAL FILE DATE

Final Filing Date: **Friday, April 15, 2016.**

Applications must be **POSTMARKED** no later than the Final Filing Date, **Friday, April 15, 2016.**

Applications personally delivered or received via interoffice mail must be received by 5:00 p.m. on the final filing date. Any applications received after the final filing date will not be accepted for any reason.

TEST DATE

It is anticipated that the examination will be sometime in May or June 2016.

TESTING METHOD

The testing method used may be one or a combination of the following: **ORAL OR WRITTEN EXAMINATION, EDUCATION & EXPERIENCE OR SUPPLEMENTAL APPLICATION.**

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special assistance or special testing arrangements, mark the appropriate box in #2 of the application. You will be contacted to make specific arrangements. If you have not been contacted by the time you receive a notice to appear for a test, call the California Department of Food and Agriculture, Examination Unit, at (916) 403-6584.

REQUIRED IDENTIFICATION

NOTE: Applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

ELIGIBLE LIST INFORMATION

A Departmental "Promotional" list will be established for the California Department of Food and Agriculture. The eligible list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

All applications must meet the education and/or experience requirements as stated on this examination announcement. Your signature on your application indicates that you have read, understood, and possess the basic qualifications required.

MINIMUM QUALIFICATIONS

NOTE: SUBMISSION OF TRANSCRIPTS IS REQUIRED TO VERIFY THE EDUCATION REQUIREMENT. FAILURE TO DO SO MAY RESULT IN A DELAY OF YOUR APPROVAL TO COMPETE IN THE EXAMINATION.

Experience: Five years of increasingly responsible journey level administrative, technical, or enforcement experience in an agricultural program or related program areas; two years of this experience must have been in a supervisory capacity in a classification with a level of responsibility equivalent to that of a Staff Services Manager I. (Possession of an advanced degree from an accredited college or university may be substituted for one year of the supervisory experience.) **and**

Education: Equivalent to graduation from college. (Additional qualifying journey level administrative, technical, or enforcement experience in an agricultural program or related program areas may be substituted for the required education on a year-for-year basis.)

POSITION DESCRIPTION

Under administrative direction, as principal management and technical staff assistant in an assigned division or in the Secretariat, represents and advises the Director and/or the Secretariat of the Department of Food and Agriculture in planning, developing, and making recommendations concerning policies or procedures relating to sensitive issues and programs.

Advises, represents, and assists the Director or Secretariat in developing, administering, and evaluating policies; participates and assists in directing administrative activities; participates with professional and technical staff in the development of program objectives and priorities; represents the Department at meetings and conferences with various governmental agencies and industry groups; addresses groups; studies and follows Federal and State legislation; advises the Director or Secretariat in the promulgation and formulation of new or revised laws and regulations; performs liaison work between the Department, governmental and nongovernmental agencies, individuals, and advocate groups concerned with specific administrative, enforcement, and regulatory problems or other related issues; establishes and maintains lines of communication and secures the cooperation of Federal, State, and local agencies to strengthen interagency consultation and sharing of information; conducts public meetings and/or administrative hearings; prepares difficult and complex correspondence and reports; coordinates and/or manages divisionwide or departmentwide projects; assists in planning, organizing, or directing one or more division units or programs; evaluates new and existing programs; coordinates information and reports for the Director or Secretariat; gives special briefings on sensitive issues under review; may testify as an expert witness in administrative and legislative hearings and court cases; may supervise one or more division units or programs; acts for the Director or Secretariat as assigned; and performs other related work.

EXAMINATION INFORMATION

This examination will consist of a Qualification Appraisal Interview only. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in the interview. Competitors who do not appear for the interview will be disqualified.

QUALIFICATIONS APPRAISAL INTERVIEW – WEIGHTED 100%

The California Department of Food and Agriculture and the California Department of Human Resources (CalHR) 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 laws and rules and all competitors will be notified.

SCOPE OF EXAM AND KNOWLEDGE, SKILLS AND ABILITIES

In addition to evaluating the competitor's relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor's:

KNOWLEDGE OF:

1. Provisions of the California Agricultural Code or Business and Professions Code and other Federal, State, and local laws, rules, and regulations pertaining to the programs of the Department of Food and Agriculture;
2. Legal and administrative procedures to be followed in the enforcement of related statutes;
3. Organization and purpose of departmental programs and their relation to Federal, State, and county agencies in related work;

SCOPE OF EXAM AND KNOWLEDGE, SKILLS AND ABILITIES CONTINUED

4. Principles of public administration including personnel management, supervision and budgeting, legislative procedures, and the agricultural industry in California;
5. Manager's/supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.

ABILITY TO:

1. Establish and maintain cooperative relations with industry organizations, and Federal, State, and local agencies;
2. Draft and revise laws, rules, regulations, and policies;
3. Make technical and administrative studies and investigations;
4. Develop effective settlements of controversial issues;
5. Evaluate existing statewide programs and make recommendations for improvement or change to meet present or future needs;
6. Participate in administrative hearings;
7. Communicate effectively at a level required for successful job performance;
8. Analyze data;
9. Prepare reports and correspondence;
10. Organize and direct the work of a staff or professionals;
11. Train personnel;
12. Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

EDUCATION AND EXPERIENCE

If conditions warrant, this examination may utilize an evaluation of each competitor's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care in accurately and completely filling out his or her application. List all experience relevant to the "Requirements for Admittance to the Examination" shown on this announcement, even if that experience goes beyond the seven-year limit printed on the application. Supplementary information will be accepted, but read the "Requirements for Admittance to the Examination" carefully to see what kind of information will be useful to the staff doing the evaluation.

VETERANS' PREFERENCE

Veterans' preference will not be granted in the examination as it does not meet the requirements to qualify for Veterans' Preference.

CAREER CREDITS

Career Credits **will not** be added to the final score of this examination, because it does not meet the requirements to qualify for Career Credits.

CONTACT INFORMATION

If you have any questions regarding this announcement, please contact:

The California Department of Food and Agriculture, Examination Unit
1220 N Street, Room 242
Sacramento, CA 95814
Attn: Darlene Hayashi at (916) 403-6584 or darlene.hayashi@cdfa.ca.gov.

GENERAL INFORMATION

For an examination without a written feature it is the candidate's responsibility to contact the California Department of Food and Agriculture Examinations Unit at (916) 403-6584 three (3) weeks after the final filing date if he/she has not received his/her notice.

If a candidate's notice of oral interview or performance test fails to reach him/her 3 days prior to their scheduled appointment due to a verified postal error, he/she will be rescheduled upon written request.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. All candidates who pass will be ranked according to their scores.

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. If an offer of employment is made, a medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: ① sub-divisional promotional, ② departmental promotional, ③ multi-departmental promotional, ④ service-wide promotional, ⑤ departmental open, ⑥ open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one (1) to four (4) years unless otherwise stated on this bulletin.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device
TTY number: 1-800-735-2929 FROM VOICE PHONES: 1-800-735-2922