



California State Lottery

We're looking for energetic, creative, and talented employees to join our dynamic organization! We are a results-driven sales and marketing organization that contributes over \$1 billion to public education every year. If you are looking for an opportunity to make a difference and you are motivated to use your knowledge and experience to build a challenging and satisfying career – look no further! The Lottery strives to create a work environment that supports the growth and development of its employees and recognizes the contribution of each individual. We also offer a variety of development opportunities for our staff, on-site security, on-site restaurants, Golden One ATM, and free parking. What are you waiting for? Apply today!

Career Executive Assignment (CEA)

JOB EXAMINATION ANNOUNCEMENT

Deputy Director, Human Resources Division, CEA Level B

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 of family care and medical leave, gender, gender expression, gender identity, genetic identity, 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 WORKPLACE

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.

Position Details

Job Control#: 56561
Position#: 358-230-7500-913
Working Title: Deputy Director, Human Resources Division
Classification: CEA
of Position: 1
Work Location: Sacramento County
Job Type: Career Executive Assignment – Non-Tenured, Full Time

Job Description and Duties:

Under the general direction of the Director, California State Lottery, the Deputy Director (DD) of Human Resources, has primary responsibility for administering statewide personnel programs and policy development and guidance. Secondly, the DD provides supervision of and administrative support for several programs: Personnel Services, which includes Classifications & Pay, Transactions & Payroll, Workers Compensation; and Employee Services, which includes Workforce Planning, Training & Development, and Health & Safety. The DD also provides supervision of and administrative support to Labor Relations for both policy and compliance. This position is the programmatic expert in personnel management practices and provides top-level service in developing, interpreting, and administering personnel-related laws, rules, labor contracts, and policies and procedures to the Chief Deputy Director of the Lottery, and the Director of the Lottery. This position represents the Lottery with the Department of Human Resources and the State Personnel Board, other governmental departments and business enterprises on human resource issues.

Duties and Responsibilities

Under the general direction of the Director, California State Lottery, Deputy Director is responsible for:

- Managing all matters concerning or affecting operations and administration of programs
- Directing staff on implementation of policy determinations
- Participates in major decisions regarding overall Lottery operations

Application Instructions

Completed application must be received or postmarked by the Final File Date in order to be considered.

Final Filing Date: March 28th, 2017

Who May Apply

Individuals who are eligible to be appointed to this Career Executive Assignment (CEA) by the State of California.

How To Apply

Complete Application Package (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application packets may be submitted electronically through your CalCareer Account at www.job.ca.gov. When submitting your application in hard copy, a completed copy of the Application Packet listing must be included. If you choose to not apply electronically, a hard copy application package may be submitted through an alternative method listed below:

EMAILED OR FAXED APPLICATIONS WILL NOT BE ACCEPTED. Submit completed application to:

California State Lottery
Human Resources Division (230)
Attention: Kimberly Fortlage
P.O. Box 2630
Sacramento, CA 95812-2630

Please submit the following items with your application. Applicants who do not submit the required items timely may not be considered for this job:

State Examination/Employment Application STD Form 678 (when not applying electronically), or the Electronic State Employment Application through your Applicant Account at www.jobs.ca.gov. All Experience and Education relating to the Minimum Qualifications listed on the Classification Specification should be included to demonstrate how you meet the Minimum Qualifications for the position.

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. Applicants who fail to submit all the required documents will be eliminated from the examination.

Statement of Qualifications submitted without specific examples for each Desirable Qualification factor will be given a disqualifying score.

Examination Qualification Requirements

This position requires an examination to be appointed. Applicants must meet the Minimum Qualifications for the Position, to compete in the examination.

All applicants must possess the knowledge and abilities, and any other requirements, described in this announcement.

Note: Eligibility to take a CEA examination does not require current permanent status in the civil service.

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 Qualifications:

In addition to evaluating each candidate's relative ability, as demonstrated by quality and breadth of experience, the following factors will provide the basis for competitively evaluating each candidate:

1. Describe your experience in and knowledge of state personnel management, including classification and pay, human resources compliance, payroll and benefits, progressive discipline, recruitment, workers compensation, safety and wellness programs.
2. Describe your experience in the planning, development, policy-making, delivery and/or management of Human Resources and Labor Relations Programs including extensive interpretation and application of governmental laws, rules, and policies.
3. Describe your experience in personnel management and leadership which demonstrates your ability to plan, organize, and direct multi-disciplinary staff (i.e., program managers, supervisors, etc.). Include how goals and objectives were achieved utilizing training and development, staff motivation, recognition, and progressive discipline.
4. Describe your demonstrated ability to gain the confidence and support of Executive Management and your demonstrated ability to advise them with personnel management advice on the most sensitive and complex issues.
5. Describe your demonstrated ability to build cooperative relationships with department management and state control agencies including California Department of Human Resources, the State Personnel Board, and the State Controller's Office.
6. Describe your knowledge of the State's Equal Employment Opportunity (EEO) Program and a manager's role in the EEO Program.
7. Experience developing and implementing a Human Resources and Labor Relations strategic plan.

8. Experience creating an effective and highly motivated management team with strong customer service focus.

Examination Information:

The examination process will consist of the review of the application, and statement of qualifications. The Statement of Qualifications will be used to evaluate your education and experience as it relates to the "Desirable Qualifications" listed above, and will also serve as documentation of each candidate's ability to present information clearly and concisely in writing since this is a critical to successful job performance. The Statement of Qualifications will be the only basis for your final score and rank on the eligible list.

Hiring interviews may be held for the top candidates as determined via this examination process.

A minimum rating of 70% must be attained to obtain list eligibility. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the Deputy Director, Human Resources Division position with the California State Lottery. The eligible list will be retained for twelve months.

The examining 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.

Special Testing Arrangement:

If you have a disability and need special testing arrangements, answer the Reasonable Accommodations question appropriately on your Application (STD 678). You will be contacted to make specific arrangements. Questions regarding reasonable accommodations may be directed to the EEO contact listed on this announcement.

All applicants must possess the knowledge and abilities, and any other requirements, described in this bulletin.

Filing Instructions:

Interested applicants must submit the following:

- A Standard State Application (Form STD 678)
- A Statement of Qualifications (SOQ) - This statement is a narrative discussion of how your education, training, experience and skills meet the minimum and desirable qualifications that qualify you for the position. The SOQ documents each candidate's ability to present information clearly and concisely in writing and must address each one of the desirable qualifications. The SOQ should be no longer than 3 typed pages in length, double spaced, with standard margins, using 12pt Arial font.

If you have questions concerning this examination, please contact: Kimberly Fortlage at (916) 822-8038.

General Information:**Background Investigation**

Pursuant to Government Code Section 8880.38, all persons successful in this examination will be required to undergo a thorough background investigation prior to appointment.

Felony Disqualification

Pursuant to Government Code Section 8880.71, any person who has been convicted of a felony or any gambling related offense is disqualified from employment with the California State Lottery.

General Qualifications

State civil service employees must possess essential general qualifications including integrity, initiative, dependability, good judgement, and ability to work cooperatively with others.

TDD is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD device.

California Relay (Telephone) Service for the Deaf or Hearing Impaired:
From TDD phones 1-800-735-2929
Voice 1-800-735-2922