



Program Manager 1, Office of Emergency Services

Exam Code: 6PB46

Department: California Governor's Office of Emergency Services

Exam Type: Departmental, Open

Final Filing Date: Continuous

CLASSIFICATION DETAILS

Program Manager 1, Office of Emergency Services – \$7,681.00 - \$9,557.00 per month.

[View the Program Manager 1, Office of Emergency Services classification specification](#)

APPLICATION INSTRUCTIONS

Final Filing Date: Continuous

Who Should Apply:

Applicants who meet the minimum qualifications as stated on this bulletin may apply for and take this examination.

Once you have taken this examination, you may not retake it for **six (6) months**.

How To Apply:

The link to connect to the Training and Experience Evaluation is located farther down on this bulletin in the "Taking the Exam" section.

Special Testing Arrangements:

If you require assistance or alternative testing arrangements due to a disability, please contact the testing department listed in the Contact Information section of this bulletin.

MINIMUM QUALIFICATIONS

All applicants must meet the education and/or experience requirements as stated on this exam bulletin to be accepted into the examination. Part-time or full-time jobs, regardless of whether paid or volunteer positions, and inside or outside California state service will count toward experience.

Program Manager 1, Office of Emergency Services

Either 1

One year of experience performing duties of a [class comparable in level to that of Senior Emergency Operations Planner, Office of Emergency Services, in the California state service.](#)

Or 2

Two years of experience performing duties of a class [comparable in level to that of an Emergency Services Coordinator, Office of Emergency Services, Range B, in the California state service.](#)

Or 3

Experience: Four years of experience in emergency services activities in a staff position with [increasingly responsible management, planning, program evaluation, or related experience beyond the trainee level which shall have included the preparation of reports and the presentation of recommendations to management](#), at least one year of which must have been in a full [journeyperson](#) technical capacity. (Experience in the California state service applied toward this requirement must include one year performing the duties of a class with a level of responsibility not less than that of Senior Emergency Operations Planner, Office of Emergency Services.) and

Education: [Equivalent to graduation from college.](#) (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

POSITION DESCRIPTION

Program Manager 1, Office of Emergency Services

This is typically the first working supervisor level. Incumbents at this level direct fully developed staff functions; supervise a small group of professional, technical or analytical staff performing journeyperson level work; and personally perform the most difficult or sensitive work. Incumbents administer emergency services program(s) in a geographic region, or direct a unit or section, to plan and administer one or more statewide emergency services. Incumbents function as recognized authorities in areas of specialized knowledge and have ongoing coordinating responsibility over others in one or more areas of the Department's operation. May function as a nonsupervisory staff specialist in difficult and sensitive program development, policy, or coordination projects.

Special Personal Characteristics

Demonstrate ability to act independently, open-mindedness, flexibility and tact. Willingness to work unusual hours and on Saturdays, Sundays, and holidays and to travel throughout the State.

EXAMINATION SCOPE

This examination consists of the following components:

Training and Experience Evaluation – Weighted 100% of the final score.

The examination consists solely of a **Training and Experience Evaluation**. To obtain a position on the eligible list, a minimum score of 70% must be received. Applicants will receive their score upon completion of the Training and Experience Evaluation process.

In addition to evaluating applicants' relative knowledge, skills, and ability, as demonstrated by quality and breadth of education and/or experience, emphasis in each exam component will be measuring competitively, relative job demands, each applicant's:

Knowledge of:

1. Principles, practices and trends of public administration, including management analysis, planning, program evaluation or related areas
2. Concepts, objectives, organization, and operations of Federal, State and local civil defense and disaster activities
3. California geography and resources as they relate to civil defense and disaster planning and operations
4. Administrative problems involved in directing coordinated financial assistance programs
5. Principles and practices of employee supervision, development and training
6. Program development
7. Formal and informal aspects of the legislative process
8. Governmental functions and organization at the State and local level
9. Methods and techniques of effective program management and supervision
10. Organization, activities, and basic legislation concerning the Office of Emergency Services
11. Principles of organization and budgeting
12. The Office's Affirmative Action Program objectives
13. A manager's role in the Affirmative Action Program and the processes available to meet affirmative action objectives

Ability to:

1. Reason logically and creatively and utilize a variety of analytical techniques to solve complex disaster preparedness problems
2. Evaluate alternatives and provide recommendations
3. Gain and maintain the respect, confidence, and cooperation of a wide variety of officials and other persons contacted in the work
4. Analyze data and effectively present ideas
5. Interpret Federal and State statutes
6. Consult with and advise administrators or other interested parties on a wide variety of subject-matter areas
7. Establish and maintain project priorities
8. Effectively utilize all available resources
9. Plan, organize, and direct the work of others
10. Effectively contribute to the Office's affirmative action objectives

ELIGIBLE LIST INFORMATION

A departmental, open eligible list for the **Program Manager 1, Office of Emergency Services** classification will be established for:

California Governor's Office of Emergency Services

The names of **successful** competitors will be merged onto the eligible list in order of final score regardless of exam date. Eligibility expires **twelve (12) months** after it is established. Applicants must then retake the examination to reestablish eligibility.

Veterans' Preference will be granted for this examination. In accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, or widow or widower of a veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligible list.

Veterans status is verified by the California Department of Human Resources (CalHR). Information on this program and [the Veterans' Preference Application](#) (Std. form 1093) is available online. Additional information on veteran benefits is available at the Department of Veterans Affairs.

Career Credits **will not** be applied to the final score of competitors who are successful in this examination.

EXAMINATION INFORMATION

[Preview of the Program Manager 1, Office of Emergency Services Training and Experience Evaluation](#)

PREPARING FOR THE EXAMINATION

Here is a list of suggested resources to have available prior to taking the exam.

Employment History: Employment dates, job titles, organization names and addresses, names of supervisors or persons who can verify your job responsibilities, and phone numbers of persons listed above.

Education: School names and addresses, degrees earned, dates attended, courses taken (verifiable on a transcript), persons or office who can verify education, and phone numbers of persons or offices listed above.

Training: Class titles, certifications received, names of persons who can verify your training, and phone numbers of persons listed above.

TAKING THE EXAMINATION

[Take the Program Manager 1, Office of Emergency Services examination](#)

TESTING DEPARTMENTS

California Governor's Office of Emergency Services

CONTACT INFORMATION

If you have any administrative questions concerning this examination bulletin, including provision of reasonable accommodation for this testing process, please contact:

California Governor's Office of Emergency Services
3650 Schriever Avenue
Sacramento, CA 95655
Phone: (916) 845-8321

If you have any **technical** questions concerning this examination bulletin, please contact:

California Department of Human Resources
Attn: Examination Services
1515 S Street
Sacramento, CA 95811
Phone: 1-866-844-8671

California Relay Service: (800) 735-2929 (TTY), (800) 735-2922 (Voice)

TTY is a Telecommunications Device for the Deaf, and is reachable only from phones equipped with a TTY Device.

EQUAL OPPORTUNITY EMPLOYER

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 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 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.

GENERAL INFORMATION

Examination and/or Employment Application (STD 678) forms are available at the California Department of Human Resources, local offices of the Employment Development Department, and through your [CalCareer Account](#).

If you meet the requirements stated on this examination 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 in this bulletin will be rated against a predetermined job-related rating, and all applicants who pass will be ranked according to their score.

The California Governor's Office of Emergency Services 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 applicants will be notified.

General Qualifications: Applicants must possess essential personal qualifications including integrity, initiative, dependability, good judgement, the ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. 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) servicewide 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 one to four years unless otherwise stated on the bulletin.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the competitor is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.