



DEPUTY MANAGER II DISTRICT FAIRS

Class Code: 4387 - Exam Code: 7FA17

Opening Date:	06/16/2017
Closing Date:	07/07/2017
Type of Examination:	Open/Spot
Salary:	\$5,470 - \$6,796
Employment Type:	Permanent Full-time Permanent Part-time Permanent Intermittent Limited Term Full-time Limited Term Part-time Limited Term Intermittent
Exam Type:	Spot/San Luis Obispo/Santa Barbara

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

Applicants who meet the minimum qualifications as stated below may apply for this examination. This is a Departmental Open-Spot examination for the California Department of Food and Agriculture, California Mid State Fair, 16th District Agricultural Association and Santa Maria Fair Park, 37th District Agricultural Association. Applications will not be accepted on a promotional basis. Career credits do not apply.

HOW TO APPLY

This exam and positions are for the 16th and 37th District Agricultural Association (DAA) Fairs:

PLEASE INDICATE WHICH FAIR YOU ARE APPLYING FOR ON YOUR APPLICATION

**California Mid-State Fair
2198 Riverside Avenue
Paso Robles, CA 93446**

**Santa Maria Fair Park
937 S. Thornburg St.
Santa Maria, CA 93458**

HOW TO APPLY CONTINUED

Submit a Standard State Application (STD. form 678) to the California Department of Food and Agriculture no later than the **Final Filing Date, Friday, July 7, 2017.**

- Standard State Application (STD. form 678) is available through the internet at <https://jobs.ca.gov/pdf/STD678.pdf>
- 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.

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

WHERE TO APPLY

By mail/In person: California Department of Food and Agriculture
Examination Unit, Attn: Amalia Carlos
1220 N Street, Room 242
Sacramento, CA 95814
(916) 403-6579

By e-mail: exams@cdfa.ca.gov

NOTE: Facsimile (FAX) applications will not be accepted under any circumstance.

FINAL FILE DATE

Final Filing Date: Friday, July 7, 2017.

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 applications.

All applications must be received by the **Final Filing Date, Friday, July 7, 2017.** Mailed applications must be **POSTMARKED** no later than the Final Filing Date. 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 August or September 2017.

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) 403-6579.

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 Open-Spot list will be established for the California Department of Food and Agriculture 16th and 37th District Agricultural Associations. 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**Either I**

One year of increasingly responsible and varied supervisory or managerial experience overseeing activities such as marketing and promotions, fostering local community contacts, providing customer-oriented service, developing revenue generating alternatives, identifying efficiencies to reduce cost, community liaison activities, and developing and managing a significant budget, equivalent in level of responsibility to a Deputy Manager I, District Agricultural Association, in the California state service.

Or II

Four years of increasingly responsible and varied supervisory or managerial experience overseeing the operations of a fair or exposition; agricultural association; arena, convention or event center; or other multi-use entertainment facility; or in an entrepreneurial capacity for a private or public sector organization responsible for activities such as marketing and promotions, fostering local community contacts, providing customer-oriented service, developing revenue generating alternatives, identifying efficiencies to reduce cost, community liaison activities, and developing and managing a significant budget. (A college degree in business administration, agricultural management, agricultural business, or a related field may be substituted for two years of the required experience.) (Completion of a recognized college internship program or an internship program through an organization such as Western Fairs Association, in which the intern performed significant duties at a DAA, fair, or exposition, may be applied toward the experience requirement, on a year-for-year basis.)

POSITION DESCRIPTION

Under general direction, the Deputy Manager II serves as an assistant manager to the Secretary-Manager in planning and organizing major phases of the activities of a DAA and participates in program policy development, planning, decision making and evaluation; recommends new program direction, policies, rules, and regulations; may plan and administer the DAA's Capital Expenditure Account and Master Plan; represents the DAA with a variety of State, Federal, local agencies, members of the Legislature, and the media; consults with and advises Board members and community and trade organization representatives regarding DAA operations involving union contracts, architectural plans and bid packages, construction contracts and change orders, funding, land use and planning, community and

POSITION DESCRIPTION CONTINUED

environmental concerns; plans and manages a variety of operational program areas, such as contract management, security, telecommunications, safety, maintenance, and facilities development programs, or administrative programs including personnel, computer services, procurement, and financial operations; reviews pending legislation and advises the Secretary-Manager and the Board of Directors; represents the DAA at industry conventions; plans and negotiates financially significant, long-term leases, contracts, and grants for the DAA and approves contract provisions and language; prepares reports and makes presentations; acts in the absence of the Secretary-Manager; 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. Good business practices and methods; principles, procedures and practices of budget development and control, fiscal management, procurement and contract administration; long-range capital planning; resource development
2. Principles and practices of human resources management including training, labor relations and safety; event planning, coordination, and management
3. Principles and techniques of designing, constructing and installing exhibits; building construction and maintenance; event and facility security requirements and methods
4. Marketing principles and public relations
5. Multi-purpose facility programs, such as annual fairs, commercial and competitive exhibits, conventions, trade shows, concerts, live horse racing and satellite wagering
6. 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. Effectively manage, organize, coordinate, and oversee a variety of a DAA's operations, programs and services
2. Be a successful and effective program administrator
3. Communicate effectively at a level required for successful job performance
4. Motivate, develop, and train staff
5. Provide work evaluations for assigned staff

SCOPE OF EXAM AND KNOWLEDGE, SKILLS AND ABILITIES CONTINUED

6. Work independently on a variety of assignments
7. Work under pressure and meet established deadlines
8. Express ideas effectively
9. Develop and make public presentations to community organizations and groups
10. Interpret policies and procedures
11. Resolve emergency situations promptly and effectively
12. Develop budgets and control expenditures
13. Gather, organize, and summarize data
14. Reason logically and creatively, utilizing a variety of analytical techniques to develop and evaluate alternatives
15. Prepare reports and correspondence
16. Organize and establish work objectives and priorities for assigned operations and services
17. Establish and maintain cooperative working relationships
18. Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

SPECIAL PERSONAL CHARACTERISTICS

Willingness to work long and irregular hours; ability to effectively contribute to new business-building opportunities based on the DAA's objectives and strategy; ability to evaluate program issues, draw sound conclusions, and develop long-range plans to achieve objectives which are both aggressive and realistic.

ADDITIONAL DESIRABLE QUALIFICATIONS

Experience in fair and exposition management, including knowledge of California agriculture and the specialized products of the region.

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 be granted for this examination. Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, widow or widower of a veteran, or spouse of a 100 percent-disabled veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligibility list. This section shall not apply to any veteran who has been dishonorably discharged or released.

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.

If you have any questions regarding this announcement, please contact:
California Department of Food and Agriculture, Examination Unit
1220 N Street, Room 242
Sacramento, CA 95814
Attn: Amalia Carlos at (916) 403-6579 or amalia.carlos@cdfa.ca.gov

GENERAL INFORMATION

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.

Veterans' Preference: Effective January 1, 2014, in accordance with Government Code 18973.1 and 18973.5, Veterans' Preference will be awarded as follows: 1.) Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for Veterans' Preference. 2.) An entrance examination is defined, under the law, as any open competitive examination. And 3.) Veterans' Preference is not granted once a person achieves permanent civil service status.

Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application (Std. Form 1093), which is available at <http://jobs.ca.gov/Job/VeteransInformation>, and the Department of Veterans Affairs.

High School Equivalence: Equivalence to completion of the twelfth (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 candidate 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.

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