



PROGRAM MANAGER II, CALIFORNIA BAY DELTA AUTHORITY

EXAM CODE: 0WRAD
EXAM TYPE: OPEN/CONTINUOUS
LOCATION: STATEWIDE
SALARY INFORMATION: \$13,049 - \$14,817
CLASS & SCHEM CODE: 0784 BH78

EQUAL OPPORTUNITY & DRUG FREE STATEMENTS

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 the 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.

CONTINUOUS TESTING & CUT OFF DATE

April 2, 2024

Testing is considered continuous as Examination Applications (STD.678) will be accepted on a continuous basis. The cut-off date is set for the last business day in **April 2, 2024** however, additional cut-off dates can be set at any time as departmental needs warrant. Examination Applications (STD.678) must be postmarked or submitted in person no later than the cut-off date. Applications postmarked or submitted after 4:30pm on the cut-off date will not be accepted for any reason. Dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the USPS or equivalent mobile print technology, are not acceptable proof of the date the application and any other required documents or materials were filed/mailed. Faxed or emailed applications will not be accepted.

WHO SHOULD APPLY

Candidates who meet the minimum qualifications of the classification, as stated on this examination bulletin, may apply.



HOW TO APPLY

It is the personal responsibility of each examination candidate to submit their application materials within the timeframe and in the manner specified on this examination bulletin. Examination Applications (STD 678) may be mailed or submitted in person by the final filing date to the mailing address below or submitted in person by the final filing date to the address and specific floor listed below. **Applications mailed or submitted in person to any other location shall not be accepted.**

MAILING ADDRESS:

Department of Water Resources
P.O. Box 1079
Sacramento, CA 95812

OR

SUBMIT IN PERSON:

Department of Water Resources
Division of Human Resources
715 P Street, 7th floor
Sacramento, CA 95814

DO NOT MAIL OR SUBMIT APPLICATIONS TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES OR DEPARTMENT OF WATER RESOURCES' FIELD OFFICES.

Examination Applications must be dated and signed with an original signature. Applications must include "to" and "from" dates (month/day/year), job title, time base, and duties performed. Applications received without this information will be rejected. Resumes and other attachments will not be accepted in lieu of a completed application.

SPECIAL TESTING INFORMATION

If you need special testing arrangements, mark the appropriate box in Question 10 of the Examination Application (STD. 678) and submit the Accommodation Request form (STD. 679) with your application. You will then be contacted to make specific arrangements.

EXAMINATION INFORMATION

This examination will consist of a **Training and Experience Evaluation** weighted **100%**. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. Competitors who do not complete the Training and Experience Evaluation will be disqualified.

Applicants who meet the minimum qualifications will be emailed the link to the qualifications assessment. **Be sure to include your current/valid email address on your application.** Failure to provide your current/valid email address will prevent you from taking the examination.

EXAMINATION DATES

It is anticipated that the qualified applicants will receive the Training & Experience Evaluation during **April 2024**. The qualified applicants will then have 10 business days from the day the link is sent to take the qualifications assessment.

ELIGIBLE LIST INFORMATION

An open list will be established for the Department of Water Resources.

The list will be abolished 24 months after it is established unless the needs of the service and conditions of the list warrant a change in this period. Competitors must then retest to re-establish eligibility.



TESTING PERIOD

Competitors may test only once during a 12- month period.

POSITION DESCRIPTION

Under general direction, incumbents provide oversight and policy direction within their area of expertise to a wide variety of State, Federal, and public/private interest groups involved in the implementation of the CBDA, Record of Decision. Assignments are larger in size, broader in scope, and carry greater political sensitivity than those assigned to lower-level classes. Incumbents function as technical or regional specialists, and review program plans and budgets to ensure compatibility with the Record of Decision; coordinate Bay-Delta improvements to ensure that activities are linked and are appropriately integrated; ensure that decisions regarding program activities are scientifically founded; exercise discretion in the provision of oversight and coordination on a broad and technically diverse range of projects; find ways to foster political consensus to ensure consistent policy interpretation and application; and provide media and community outreach mechanisms to ensure governmental and public understanding of program activities and intent. Some positions may serve as special advisors to the Executive Staff or the Authority.

Positions may exercise managerial and supervisory authority over a multidisciplinary group of State, Federal, and contract employees.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

All applicants must meet the minimum qualifications for this examination by the final filing date.

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

Education: Possession of a Bachelor's Degree with major work in biology, chemistry, engineering, physical science, environmental science, public administration, planning, or a closely related field.

Either I

Experience: Two years of experience in the California state service performing duties comparable to those of a Program Manager I, California Bay Delta Authority.

Or II

Experience: Five years of broad, extensive, and increasingly responsible experience in engineering, scientific research, public outreach, planning, regulatory development, investigative environmental or similar work, including at least one year which must have been in an administrative or supervisory position in charge of a staff responsible for the development or implementation of environmental policies, programs, plans, or research projects; or the conduct of a major environmental monitoring and surveillance, or environmental management program; or provide for the supervision of the work of a large multidisciplinary environmental investigatory or regulatory staff at a level of responsibility equivalent to that of a Program Manager I, California Bay Delta Authority.



and

Education: Possession of a Bachelor's Degree with major in engineering, biological, chemical, physical, or environmental science, public administration, planning, or a closely related field.

Possession of an advanced degree in one of the disciplines cited, or a closely related field, may be substituted for one year of the general work experience.

Applicants qualifying under an education requirement MUST provide a copy of their college diploma and/or transcripts (unofficial are acceptable) by the final filing date as proof of completion of the required education. Competitors who fail to provide proof of completion of the required education will be eliminated from the examination.

SCOPE OF EXAMINATION

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

Knowledge of:

- 1) California environmental water issues and policies.
- 2) Principles of land, water, fish, wildlife, and other natural resources.
- 3) Principles of ecology.
- 4) Land use practices.
- 5) Effects of waste materials and their interactions with the environment.
- 6) State and Federal environmental rules, regulations, and requirements.
- 7) State, Federal, and local legislative processes.
- 8) Environmental programs and policies of participating governmental entities.
- 9) Principles and techniques of personnel management and supervision.
- 10) Budgeting and other administrative functions.
- 11) Principles and practices of supervision and management, including a 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:

- 12) Coordinate and integrate program activities.
- 13) Manage, lead, or administer program resources.
- 14) Provide direction to achieve balanced implementation, as well as integration of, and continuous improvement in, all program elements.
- 15) Track the progress of all program projects and activities and assess overall achievement of the goals and objectives of the program.
- 16) Seek and promote partnerships with local interests and programs that seek to integrate various water management options.
- 17) Modify, develop policies, and make decisions regarding program milestones.
- 18) Provide a forum for the resolution of conflicts or disputes among implementing agencies.
- 19) Ensure prompt and balanced media utilization.
- 20) Communicate with the Congress of the United States and the California State Legislature and others.
- 21) Analyze and evaluate information and reach sound conclusions.
- 22) Review and interpret scientific and environmental reports.
- 23) Analyze situations and take appropriate actions.
- 24) Communicate effectively with all those contacted in the course of the work.
- 25) Prepare clear, complete, and technically accurate reports.



- 26) Apply rules, regulations, policies, and requirements of State and Federal environmental protection and resource management programs.
- 27) Develop innovative solutions to difficult environmental management and water problems.
- 28) Plan and direct the work of subordinate staff, while effectively promoting equal opportunity in employment and maintaining a work environment that is free of discrimination and harassment.

VETERANS PREFERENCE

Assembly Bill 372, signed into law by Governor Brown on August 12, 2013, changes the way the Veterans Preference process is administered by the State of California. Veterans Preference will be awarded as follows, starting on January 1, 2014: 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 Veteran's Preference. 2) An entrance exam is defined, under law, as any open competitive examination 3) Veterans Preference is not granted once a person achieves permanent civil service status.

The California Department of Human Resources (CalHR) has information on how to apply for Veterans Preference on their website at www.jobs.ca.gov and on the Application for Veterans Preference form (CalHR 1093). Additional information is also available at the Department of Veterans Affairs website at <https://www.calvet.ca.gov/>.

CAREER CREDITS

Career Credits are not granted in open or promotional examinations.

GENERAL INFORMATION

The Department of Water Resources 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.

For an examination with a written feature, it is the candidate's responsibility to contact the Department of Water Resources seven days prior to the test date if he/she has not received his/her notice. For an examination without a written feature it is the candidate's responsibility to contact the Department of Water Resources at (916) 653-4838, TDD (916) 653-1804, three weeks after the final filing/cut-off date if he/she has not received his/her notice.

Applications are available at Department of Water Resources' (DWR) offices, local office of the Employment Development Department, and California Human Resources (CalHR) at <https://jobs.ca.gov/pdf/std678.pdf>.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement 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 classification.

Examination Locations: When a written or performance test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, qualifications appraisal interviews are scheduled in Sacramento and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.



If a candidate's notice of oral interview fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open eligible list. 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 this bulletin. In the case of continuous testing examinations, names are merged into the appropriate lists in order of final test scores (except as modified by veterans preference credits) regardless of the date of the test, and the resulting eligible lists will be used only to fill vacancies in the area shown on the bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the Information Counter of State Personnel Board offices.

TDD is 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; From Voice phones: 1-800-735-2922.

CONTACT INFORMATION

For information regarding this examination, please contact Selection Services at (916) 653-4838.