



## DEPUTY MANAGER I, DISTRICT AGRICULTURAL ASSOCIATION

Departmental – Open/Spot Examination

Location: Del Mar Fairgrounds – San Diego

Exam Code: 3A9CC Class Code: 4832

Final Filing Date: CONTINUOUS

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.

### INTRODUCTION

This is an Open – SPOT examination for the Del Mar Fairgrounds. Candidates may only establish eligibility for this location in San Diego County. Actual testing will be given at this location only. Candidates are asked to travel to this testing facility at their own expense.

### WHO SHOULD APPLY

All applicants. must meet the education and/or experience requirement by the Cut-Off Date, unless otherwise noted on the class specification. Applicants who meet the minimum qualification as stated on this bulletin may apply for and take this examination.

Once you have taken this examination, you may not retake it for **twelve (12) months**.

### HOW TO APPLY

Submit a Standard State Application (Form STD. 678) to the address below **no later than the Cut-Off date** (See below) either by mail or in person. Applications filed in person must be turned in no later than 5 p.m. on the cut-off date. Please indicate the *Examination Title* on the application.

#### **FILE BY MAIL OR IN PERSON:**

**22<sup>ND</sup>/DAA-DEL MAR FAIRGROUNDS  
HUMAN RESOURCES DEPT / EXAMS  
2260 JIMMY DURANTE BLVD  
DEL MAR, CA 92014**

**SUBMIT APPLICATIONS ONLY TO THE ADDRESS INDICATED ABOVE. DO NOT SUBMIT APPLICATIONS TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES (CALHR).** Standard State Applications are available at the Del Mar Fairgrounds Human Resources Department or the California Department of Human Resources (CalHR) website: <http://jobs.ca.gov/pdf/std678.pdf>

**Continuous Filing.** Application forms (STD. 678) must be **POSTMARKED** no later than the cut-off date. Applications postmarked, personally delivered, or received via interoffice mail after will be held for the next cut-off date.

### TEST DATE

Candidates **must** complete and return the Standard State Application (Std. Form 678) by the **Cut-Off date**.

### SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special 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 at a test, call the Del Mar Fairgrounds / Human Resources Exams Office at (858) 755-1161 EXT 2011.

### MONTHLY SALARY RANGE

**\$5,426.00 - \$6,742.00**

**NOTE:** The salaries used in this bulletin are the latest available from the State Controller's Office but may not reflect all of the pay raises granted recently. You should verify the salary levels with the department personnel office before making any commitments.

### ELIGIBLE LIST INFORMATION

A Departmental "Open" eligible list will be established to fill vacancies at the Del Mar Fairgrounds. 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.

### MINIMUM QUALIFICATIONS

#### **EITHER I**

Two years of experience performing program or administrative support duties such as financial operations, contract management, personnel operations, or facilities development in a classification equivalent in level to a Business Assistant II, District Agricultural Association (Specialist) or (Supervisor), in the California state service.

**OR II**

Three years of experience performing program or administrative support duties such as financial operations, contract management, personnel operations, or facilities development in a classification equivalent in level to a Business Assistant I, District Agricultural Association, in the California state service.

**MINIMUM  
QUALIFICATIONS  
(Continued)**

**OR III**

Three 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.)

**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.

**EXAMINATION  
PLAN**

This examination will consist of a Qualifications Appraisal Interview only. The interview will include a number of Pre-determined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview. **CANDIDATES WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

**Qualifications Appraisal -- Weighted 100.00%**

**Scope:** Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate's:

**A. Knowledge of:**

1. Good business practices and methods.
2. Principles, procedures and practices of budget development and control, fiscal management, procurement, and contract administration.
3. Long-range capital planning; resource development.
4. Principles and practices of human resources management, including training, labor relations and safety.
5. Event planning, coordination, and management; principles and techniques of designing, constructing, and installing exhibits.
6. Building construction and maintenance.
7. Event and facility security requirements and methods.
8. Marketing principles and public relations.
9. Multi-purpose facility programs, such as annual fairs, commercial and competitive exhibits, conventions, trade shows, concerts, live horse racing and satellite wagering.
10. Equal employment opportunity objectives and a supervisor's role in the processes available to meet equal employment opportunity objectives.

**B. Ability to:**

1. Effectively manage, organize, coordinate, and oversee a variety of a DAA's operations, programs, and services; be a successful and effective program administrator; communicate effectively at a
2. Be a successful and effective program administrator.
3. Communicate effectively at a level required for successful job performance; motivate, develop, and train staff.
4. Provide work evaluations for assigned staff.
5. Work independently on a variety of assignments.
6. Work under pressure and meet established deadlines.
7. Express ideas effectively.
8. Develop and make public presentations to community organizations and groups.
9. Interpret policies and procedures.
10. Resolve emergency situations promptly and effectively.
11. Develop budgets and control expenditures.
12. Gather, organize, and summarize data.
13. Reason logically and creatively, utilizing a variety of analytical techniques to develop and evaluate alternatives.
14. Prepare reports and correspondence.
15. Organize and establish work objectives and priorities for assigned operations and services.
16. Establish and maintain cooperative working relationships.
17. Effectively contribute to the Department's equal employment opportunity objectives.

**Cut-Off Dates for this examination will be at the end of each month, as follows:**

- January 17, 2024
- February 14, 2024
- March 13, 2024
- April 17, 2024
- May 15, 2024
- June 12, 2024

**POSITION DESCRIPTION**

The Deputy Manager I level serves as: (1) the assistant manager at one of the smaller or less complex DAAs, assisting in the overall operations; or (2) is in charge of a significant program area, which includes multiple operational functions within a large or complex DAA. Incumbents personally perform the more difficult work and supervise a small group (typically three to five staff), which may involve a variety of functions, including administrative services, maintenance, or special events.

**All positions exist ONLY in San Diego County (Del Mar).**

**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 takes special care in accurately and completely filling out his or her application.** List all experience relevant to the "minimum qualifications" shown on this examination announcement, even if that experience goes beyond the seven-year limit printed on the application. Supplementary information will be accepted but read the "minimum qualifications" carefully to see what kind of information will be useful to the staff doing the evaluation.

**VETERANS PREFERENCE**

California law allows the granting of Veterans' Preference in any **Open** examination. **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% disabled veteran, who achieves a passing score in an open 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) Veterans' Preference is not granted once a person achieves permanent civil service status.

**Career credits will not be granted in this examination.**

**GENERAL INFORMATION**

**For an examination without a written feature,** it is the candidate's responsibility to contact the 22<sup>nd</sup> DAA/Del Mar Fairgrounds Human Resources Examinations/Certifications Unit at (858) 755-1161 EXT 2011, three (3) weeks after the final filing date if he/she has not received his/her notice.

**If you meet the requirements** stated in this 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 will be compared with the performance of the others who take this examination, and 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. All job offers are subject to an approval process.

**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. Eligible lists will expire in from one (1) to four (4) years unless otherwise stated in this bulletin.

**Interview Scope:** If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel may consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight may be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress s/he has made in his/her efforts toward self-development.

**Veterans' Preference:** California Law (Government Code 18971 – 18978) allows the granting of Veterans' Preference points in Open entrance and Open, Non-Promotional entrance examinations. **Effective January 1, 2014, Veterans' Preference** will be awarded to qualifying Veterans who are successful in the examination in the form of Rank placement rather than points. All individuals awarded Veterans' Preference will be certified in Rank 1 of the eligibility list, regardless of score. All Open Exams/Eligible lists will award Veterans' Preference, regardless of the Classification. Employees who have achieved permanent State civil service status are not eligible to receive Veteran's Preference. "Permanent State civil service status" means the status of an employee who is lawfully retained in his/her position after completion of the applicable probationary period. This includes permanent intermittent, part-time, and full-time appointments. In addition, individuals who at any time achieved permanent State civil service status and subsequently resigned, or were dismissed from State civil service are not eligible to receive Veterans' Preference. Veteran status is verified by the California Department of Human Resources (CalHR). Directions on how to apply for Veterans' Preference are on the Veterans' Preference Application (Std. Form 1093), which is available at <http://jobs.ca.gov/PDF/SPB1093.pdf> and the Department of Veterans' Affairs.

**High School Equivalence:** Equivalence to completion of the twelfth (12<sup>th</sup>) 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.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

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