



CALIFORNIA EARTHQUAKE AUTHORITY CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

As a public instrumentality of the State of California, the California Earthquake Authority (the “Authority”) is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental or 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 (including pregnancy, childbirth, breastfeeding, and related medical conditions), and sexual orientation.

In addition, it is an objective of the State of California and all its related entities, including the Authority, to achieve a drug-free work place: Any applicant for employment will be expected to behave in accordance with this objective, because the use of illegal drugs is inconsistent with California law, the rules governing civil service, and the special trust placed in public servants.

Entity:	CALIFORNIA EARTHQUAKE AUTHORITY	Release Date:	05/20 /2016
Position Title:	Research Director	Final Filing Date:	Until Filled
CEA Level:	CEA B	Extended Final Filing Date:	
Salary Range:	\$8,985–\$10,703 per Month	Bulletin ID:	

POSITION DESCRIPTION

The California Earthquake Authority is a not-for-profit public instrumentality of the State of California, authorized by law to issue residential earthquake insurance. The Authority educates Californians about earthquake risk, provides mitigation opportunities and resources for existing residences, and makes available a range of fairly priced insurance options to provide for repairs, rebuilding, and recovery after earthquake-caused loss. Outside the state budget and exempted from many governmental reporting and regulatory requirements, the Authority operates in California’s competitive insurance market as a regulated insurance provider. Employed staff, both those at the executive level and those who are subject to civil service provisions, are employed by the Authority’s Governing Board.

Under the authority of the Chief Executive Officer and the general direction of the Chief Mitigation Officer/Research Department Chief, the incumbent serves as the Authority's Research Director and is responsible for guiding and coordinating the creation, management, and oversight of the technical aspects of multidisciplinary research teams involved in seismic, engineering, economic, actuarial, financial, and social science research and policy. The incumbent will have significant responsibility for designing, developing, implementing, evaluating, and modifying projects related to research that is proposed to assist in meeting goals described in the Authority's Strategic Plan. The position will be part of the Authority's management team, which collaborates to develop statewide and program-wide policies and procedures.

Duties include, but will not be limited to:

- Directing and managing all activities of the Research Department, including overseeing the development, implementation, and evaluation of research to meet the goals of the Authority's Strategic Plan.
- Developing and preparing the Authority's overall long-term goals for research including creation of a research plan.
- Leading regular meeting of the Authority's Multi-Disciplinary Research Team, which includes members from each of the Authority's business and support departments.
- Planning, organizing, coordinating, directing, and managing research, both internally and externally, and including monitoring new and existing projects' content, staffing, and timeliness; for external research, responsibilities extend to oversight of contract obligations and payments.
- Having, securing, or coordinating sufficient technical expertise, internal or external, to effectively manage the research and provide adequate independent review, including, when appropriate, outside peer review.
- Disseminating the results of completed research, as appropriate, to the public and various internal and external stakeholders.
- Consulting with the Authority's Governing Board and executive-management team on a broad range of potential research projects related to earthquakes and closely associated business aspects of catastrophe insurance.
- Representing the Authority at various external meetings throughout the United States.
- Making presentations to insurers; trade associations; consumer groups; research institutions; private stakeholders; local, state and federal agencies; elected and non-elected government officials; and non-government entities.

EXAMINATION QUALIFICATION REQUIREMENTS

Appointment to this position requires participation in an examination, and applicants must meet the Minimum Qualifications for the position in order to compete in the examination.

Minimum Qualifications

Applicants must have the abilities, as well as the knowledge and other requirements, described in this announcement.

Note: Eligibility to take an examination for a Career Executive Assignment position does not require current permanent status in civil service.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform effectively high-level administrative and policy-influencing functions, including the following:

(1) Knowledge of: the organization and functions of California state government, including the organization and practices of the Legislative and Executive Branches; 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; personnel-management techniques; and the Authority's Equal Employment Opportunity Program objectives, including a manager's role in that Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multi-disciplinary professional and administrative staff; effectively contribute to the Authority's Equal Employment Opportunity objectives; analyze administrative policies, procedures, and practices; integrate diverse program activities to attain common goals; gain the confidence and support of top-level executives and managers and advise them on a wide range of matters; develop cooperative working relationships with all levels of government and the public; analyze complex problems, and present and lead an effective course of action; and prepare and review high-level technical reports and then effectively present those reports to facilitate achievement of program goals.

The knowledge and abilities described immediately above are expected to have been obtained from the following kinds of experience, with substantial participation in the formulation, operation, and evaluation of program policies. Experience may have been obtained on a paid or volunteer basis, in California or other state service, in different government settings, or in private organizations.

CEA Level A. Responsible for broad administrative and program activities, including executing or evaluating program policies.

CEA Level B. Responsible for extensive managerial and program administration or broad program-manager experience, with substantial participation in formulating, operating, or evaluating program policies.

CEA Level C. Responsible for extensive, highly professional influence; contributes to program, policy, and the methods to provide professional services needed to set policies, to meet the mission of the State-related entity, often exercising the technical or professional skills required at this level.

DESIRABLE QUALIFICATIONS

1. Demonstrated ability and proven success in managing large, complex, multidisciplinary research projects. Examples of successful projects should be given in detail.
2. Experience in managing multidisciplinary research in the natural-catastrophe arena is valued, particularly regarding scientific, engineering, social/societal, and/or financial aspects of earthquake events.
3. Superb skills in facilitating collaboration among various stakeholders in a high-performing organization. Job would involve working with the heads of various Authority business and support departments to arrive at consensus-based short-term (per project) and longer-term research plans.
4. Excellent communicator, both orally and in writing. Ability to effectively present before outside organizations and to the Authority's Governing Board and executive management is important. Communication skills should include proficiency in explaining technical and scientific concepts and goals to a non-scientific audience.
5. Strong analytical skills necessary and an ability to see the "big picture." Ability to recognize gaps in the organization's knowledge, while recognizing complementary gaps in applicable research results reported by appropriate, allied communities of interest to the Authority—from that reckoning, justify, build, and manage research projects that practically address those gaps.

GENERAL QUALIFICATIONS

Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. All candidates will receive written notification of their examination results. Applications will be retained for 12 months.

Hiring interviews may be conducted with the most qualified candidates.

The results of this examination will be used to fill only the position of Research Director, California Earthquake Authority.

The examination process will consist of an evaluation of the candidate's application and Statement of Qualifications by a screening committee—the minimum and desirable qualifications in this bulletin will be used to screen and evaluate the application and Statement of Qualifications.

The Statement of Qualifications will provide the basis for your final score and rank on the eligible list: For that reason, it is important that you provide specific information, with examples, on how your experience, education, training, knowledge, skills, and abilities apply to the evaluation criteria.

APPLICATION-FILING INSTRUCTIONS

Application packages must be received by the final filing date.

Interested applicants must submit:

- A completed **EXAMINATION / EMPLOYMENT APPLICATION (Std. 678)**.
- A Statement of Qualifications. The Statement of Qualifications is a narrative discussion of how the candidate's experience, education, training, knowledge, skills, and abilities meet the minimum and desirable qualifications and qualify the candidate for the position. The Statement of Qualifications also serves as documentation of the candidate's ability to present information clearly and concisely in writing; it should be typed, no more than three pages in length, and prepared in a 12-point font.
- A résumé that clearly describes your work and other experience, with job titles, names and addresses of employers, periods of employment, and education relevant to the minimum qualifications, above. A résumé does not take the place of the Statement of Qualifications.

Your description of qualifications in your Statement of Qualifications must be (1) numbered and presented in the same order as described in this bulletin and (2) provide specific examples.

Applications submitted without a Statement of Qualifications will be rejected.

Applications must be submitted by the final filing date to:

California Earthquake Authority
Attention: Human Resources
801 K Street, Suite 1000
Sacramento, CA 95814

Contact information for the Authority's Human Resources Unit: Telephone +1 (916) 661-6300 or email HumanResources@calquake.com.

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the *EXAMINATION / EMPLOYMENT APPLICATION (Std. 678)*. The Authority will contact you to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive; however, possessing the entrance requirements does not assure a place on the eligible list. Your performance on the examination described in this bulletin will be compared with the performance of others who take the examination, and all candidates who pass will be ranked according to their scores.

The Authority reserves the right to revise the examination plan to better meet its needs if the circumstances under which this examination was planned change. Any such revision will be done consistently with California civil service law and rules, and all competitors will be notified.

California Relay (Telephone) Service for the Deaf or Hearing Impaired: From TDD phones: (800)735-2929, from voice phones: (900) 735-2922

Class specs: CEA and Exempt Appointees