FRANCHISE TAX BOARD
CAREER EXECUTIVE ASSIGNMENT
EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an 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.

DEPARTMENT:	FRANCHISE TAX BOARD	**RELEASE DATE:**	Wednesday, December 3, 2008
POSITION TITLE:	Director, Financial Management Bureau	**FINAL FILING DATE:**	Tuesday, December 16, 2008
CEA LEVEL:	CEA 2	**EXTENDED FINAL FILING DATE:**	
SALARY RANGE:	$ 7,815.00 - $ 8,616.00 / Month	**BULLETIN ID:**	12022008_3

POSITION DESCRIPTION

Under the executive direction of the Division Chief, Finance and Executive Services Division, this position serves as a high-level financial advisor to executive management on budgetary, accounting, and all other financial issues. These responsibilities direct impact on the formulation of departmental fiscal policies, executive decision-making, program making, program effectiveness and the quality of services provided to the public. The Financial Management Bureau (FMB) Director is expected to lead the Department's implementation of activity-based costing and management and enterprise level workload planning, budgeting, and performance measurement. The FMB Director works closely with the Executive Management Team in providing financial advice and directing the financial operations of the Department. The incumbent develops and maintains liaison with control agencies and the Legislature regarding the department's fiscal needs and operations, and represents the department before Legislative Committees, the Department of Finance and the FTB Board itself on fiscal and administrative issues. Through subordinate managers the FMB Director directs the functions and activities of the Budget Section and Accounting and Financial Resources Section. The incumbent also serves in a leadership capacity on department-wide teams and advisory action committees.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status.

Or II

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990.

Or III
Must be a non-elected exempt employee of the Executive Branch for two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code Section 18992.

KNOWLEDGE AND ABILITIES
Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; 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; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and

methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATION(S)
1. Knowledge of FTB's mission, values, governance, policies, organizational structure, program functions, and program goals. 2. Knowledge of current management trends, business organization and operation, project management, technology resource development and budgeting, including the statewide budget process and governmental accounting. 3. Knowledge of Activity Based Costing and performance management. 4. Ability to prepare and present testimony for legislative budget committee and control agencies. 5. Demonstrated experience managing a large diverse staff including development of subordinate managers. 6. Possession of strong leadership, communication and change management skills. 7. Experience in working with legislative budget staff and control agencies.

EXAMINATION INFORMATION
A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Director, Financial Management Bureau**, with the **FRANCHISE TAX BOARD**. Applications will be retained for twelve months.

The Results of this examination will be used only to fill this position and may be used to fill subsequent vacancies for this position for a period of up to twelve months.

FILING INSTRUCTIONS
The application, Statement of Qualifications and resume must be postmarked or received by 5:00 p.m. on the final filing date.

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.
- Resumes do not take the place of the Statement of Qualifications.

Applications must be submitted by the final filing date to:

FRANCHISE TAX BOARD, Exam Unit / Human Resources
P.O. Box 550, Sacramento, CA 95812
Wendy Duke | (916) 845-5979 | wendy.duke@ftb.ca.gov

SPECIAL TESTING
If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION
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 described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The FRANCHISE TAX BOARD 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 law and rules and all competitors will be notified.

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

Class specs: http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt