



DEPARTMENT OF CONSUMER AFFAIRS
PRIVATE POSTSECONDARY
EDUCATION ADMINSTRATOR



PROMOTIONAL EXAMINATION
SACRAMENTO ONLY

www.dca.ca.gov

The State of California and Department of Consumer Affairs (DCA) 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.

WHO MAY APPLY

1. Applicants must have a permanent civil service appointment with the Department of Consumer Affairs by the final filing date in order to take this examination; or
2. Meet the provisions of the State Personnel Rules 234 or 235; or
3. Must be a current or former employee of the Legislature for two or more years as defined in Government Code 18990 or
4. Must be a current or former non-elected exempt employee of the Executive Branch for two or more consecutive years, as defined in Government Code 18992; or
5. Must be a person retired from the United State military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code 18991. (Applicants must submit a copy of Form DD214 along with their standard state application [STD. 678]). Veteran's Preference are not granted in promotional exams.

HOW TO APPLY

Please submit an application (STD. 678) to the address indicated below. Do not submit applications to the California Department of Human Resources (CalHR).

WHERE TO APPLY

Mail or Hand Deliver to:
Department of Consumer Affairs
Attn: Selection Services (E. Witherspoon)
1625 N. Market Blvd., Suite N 321
Sacramento, CA 95834

FINAL FILE DATE

September 30, 2016. State applications (Std. 678) must be postmarked no later than the final filing date. Applications postmarked, or personally delivered after the final filing date will not be accepted for any reason. Applications must have an original signature. Faxed applications will not be accepted.

STRUCTURED ORAL INTERVIEW

It is anticipated that Structured Oral Interviews will be scheduled in October/November 2016.

SALARY RANGE

\$6,650 - \$8,328 per month

POSITION DESCRIPTION

This is the full supervisory level in the series. Under general direction from a Deputy Director or higher level position, incumbents typically plan, organize and direct the work of a program unit within the Council. Incumbents are typically assigned to supervise a program staff from three to ten Specialists and/or Senior Specialists as well as other technical and support staff. Positions exist in Sacramento.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

All applicants must meet the education and/or experience requirements for this examination by the final filing date. Your signature on your application indicates that you have read, understood, and possess the basic qualifications required.

Note: All applications must include: "to" and "from" dates (month/day/year); time base; and civil service class titles, and range (if applicable) for all work experience. College course information must include title, semester or quarter units, name of institution, completion dates, and degree (if applicable). Applications received without this information may be rejected. Resumes will not be accepted in lieu of a completed State Application, (STD 678).

MINIMUM QUALIFICATIONS

Education: Possession of a bachelor's degree, preferably supplemented by an earned master's or doctorate degree at the Senior Specialist level and above, granted by an accredited or Council approved postsecondary education institution under the provisions of California Education Code Section 94310. (Applicants who do not possess the required degree but who possess standing as a senior in college will be admitted to the examination but must secure the bachelor's degree before they will be considered eligible for appointment.) and

See Next Page for Additional Information

**PRIVATE POSTSECONDARY
EDUCATION ADMINISTRATOR**

**MINIMUM
QUALIFICATIONS
CONTINUED**

Either I

One year of experience in the California state service performing postsecondary education program review duties of a class with a level of responsibility equivalent to Private Postsecondary Education Senior Specialist.

Or II

Two years of experience in the California state service performing postsecondary education program review duties of a class with a level of responsibility equivalent to Private Postsecondary Education Specialist, Range B.

Or III

Five or more years of professional experience in one or a combination of postsecondary education agencies or institutions including accredited or Council approved institutions and professional institutions such as a college board, an accreditation association, or higher education program regulatory authority. Such experience must include administration of curricula programs at the institution and at least one additional education program or service area including student services, financial aid, admissions, vocational education and related programs. A minimum of two years of the required experience must have included responsibility for the supervision of professional-level staff. Teaching experience may be substituted for up to two years of the nonsupervisory administrative experience with three years of full-time teaching experience being equivalent to two years of administrative experience.

**SPECIAL PERSONAL
REQUIREMENTS**

Willingness to participate in professional groups and associations and to travel throughout the State.

**EXAMINATION
INFORMATION**

Qualifications Appraisal Panel – Weighted 100%

This examination may consist of a Qualifications Appraisal Panel (QAP) Interview weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in the interview. Candidates who do not appear for the interview will be disqualified.

Note: If conditions warrant, this examination may utilize an evaluation of each candidate'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 their application. List all experience relevant to the "Requirements for Admittance to the Examination" shown on this announcement, regardless of how long it has been since you attained the experience. Supplementary information will be accepted but read the "Requirements for Admittance to the Examination and minimum qualifications" carefully to see what kind of information will be useful to the staff doing the evaluation.

EXAMINATION SCOPE

Knowledge of:

1. Principles, practices and trends in public and private postsecondary education, professional, technical, vocational and veterans' educational programs.
2. Curriculum development and instructional methods.
3. Administrative practices of public and private postsecondary education.
4. State and Federal rules and regulations as they apply to public and private postsecondary schools and colleges, the approval of courses, the granting of degrees and the issuing of diplomas.
5. Criteria used in evaluating and accrediting educational institutions.
6. Federal and State laws and regulations applying to veterans' education programs.
7. Counseling and interviewing methods.
8. The organization and function of the Bureau for Private Postsecondary and Vocational Education.
9. Principles of public administration, budgeting, personnel management, and program planning procedures.
10. Program development, implementation and audit procedures.
11. The Bureau's Equal Employment Opportunity objectives.
12. A supervisor's role in Equal Employment Opportunity and labor relations programs and the processes available to meet these objectives.

Ability to:

1. Establish and maintain cooperative working relationships with a wide variety of personnel including professional educators, fiscal and business office staff and legal personnel.
2. Communicate effectively.
3. Analyze situations accurately and take effective action.
4. Conduct conferences and workshops.
5. Formulate and carry out research studies and projects.
6. Exercise tact, resourcefulness and good judgment in interactions with both groups and individuals with varied backgrounds.
7. Define public policy issues.
8. Interpret statutory requirements by the development of effective operating rules and regulations.

See Next Page for Additional Information

**PRIVATE POSTSECONDARY
EDUCATION ADMINISTRATOR**

**EXAMINATION SCOPE
Continued**

9. Provide leadership to lower level staff.
 10. Assume leadership in the formulation and direction of a statewide program to encourage and improve privately supported education institutions.
 11. Work effectively with top administrative personnel within the Bureau and other agencies.
 12. Supervise subordinate staff.
 13. Contribute effectively to the Bureau's affirmative action objectives.
-

**ELIGIBLE LIST
INFORMATION**

A departmental open eligible list will be established for the Department of Consumer Affairs. Candidates will have eligibility for 12 months unless the needs of the service and conditions of the list warrant a change in this period.

**VETERAN'S AND
CAREER CREDITS**

Career Credits and Veterans Preference will not be granted in this examination.

QUESTIONS

If you have any questions concerning this announcement, please contact Evette Witherspoon at the Department of Consumer Affairs, Selection Services & Recruitment Unit, 1625 N. Market Street, Suite N-321, Sacramento, CA 95834. Telephone Number: (916) 574-8352. You may send email inquiries to Evette.Witherspoon@dca.ca.gov.

GENERAL INFORMATION

The Department of Consumer Affairs 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.

It is the candidate's responsibility to contact the Department of Consumer Affairs' Selection Services Unit at (916) 574-8352 four weeks after the final file date if a progress notice is not received.

Applications are available at www.jobs.ca.gov.

If you meet the requirements stated on this bulletin, you may take this examination. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared against predetermined rating criteria. All candidates who pass will be ranked according to their scores.

Examination Location: This examination will be held in Sacramento.

Employment lists: Employment lists are established by competitive examination and are used in the following order, regardless of list date: 1) sub divisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) service wide promotional, 5) departmental open, and 6) open. The oldest dated list will be used first. All lists will expire in one to four years unless otherwise stated on this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others. Competitors must be in a state of health consistent with the ability to perform the essential functions of the duties assigned to the class. A medical examination may be required. In open examinations, investigation of employment records, personal history, and fingerprinting may be required.