



Deputy Manager II, District Agricultural Association Exam Code: 1FA08

Department: California Department of Food & Agriculture

Exam Type: Open/Spot

Opening Date: 3/30/2021

Final Filing Date: 4/20/2021

Location: San Mateo County

CLASSIFICATION DETAILS

Deputy Manager II, District Agricultural Association: \$6,124 - \$7,608 per month.

View the [class specification](#) for Deputy Manager II, District Agricultural Association.

APPLICATION INSTRUCTIONS

Final Filing Date: 4/20/2021

INDICATE WHICH FAIR YOU ARE APPLYING FOR ON YOUR APPLICATION. This exam is to fill vacancies at the following District Agriculture Association Fair:

**Cow Palace Arena & Event Center
2800 Geneva Ave
Daly City, 94014**

Who Should Apply:

Applicants who meet the minimum qualifications 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:

Emailed applications are preferred. Submit your completed Examination / Employment Application (STD. 678) via email at exams@cdfa.ca.gov. Please include Exam Code: **1FA08** in the subject line of your email. Emailed applications must be received no later than 11:59 pm Pacific Time on the final filing date.

You may also submit your completed Examination / Employment Application (STD. 678) by mail, parcel delivery, or courier service to:

APPLICATION INSTRUCTIONS

Exam Code: **1FA08**

Examination Unit, Attention: Sophia Warner
California Department of Food and Agriculture
1220 N Street, Room 242
Sacramento, CA 95814

Dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the USPS are not considered Postmark dates for the purpose of determining timely filing of applications.

All applications must be received by the **Final Filing Date: Tuesday, April 20, 2021.**

Mailed applications must be **POSTMARKED** no later than the Final Filing Date.

Applications personally delivered or received via interoffice mail must be received by 5:00 p.m. on the final filing date. Any applications received after the final filing date will not be accepted for any reason. Also note:

- The Examination / Employment Application (STD. 678) is available through your [CalCareer account](#).
- The STD. 678 must include “to” and “from” dates (month/day/year) and hours worked. STD. 678s received without this information may be rejected.
- Resumes **will not be accepted** in lieu of a completed STD. 678.
- Your signature on your STD. 678 indicates that you have read, understood, and possess the basic qualifications required.

DO NOT SUBMIT EXAMINATION / EMPLOYMENT APPLICATIONS (STD. 678) OR SUPPLEMENTAL APPLICATIONS TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES (CalHR).

MINIMUM QUALIFICATIONS

All applicants must meet the education and/or experience requirements as stated on this exam bulletin to be accepted into the examination. Part-time or full-time jobs regardless of whether paid or volunteer positions, and inside or outside California state service will count toward experience.

Deputy Manager II, District Agricultural Association

Either I

One year of increasingly responsible and varied supervisory or managerial experience overseeing 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, equivalent in level of responsibility to a Deputy Manager I, District Agricultural Association, in the California state service.

MINIMUM QUALIFICATIONS

Or II

Four 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.)

NOTE: SUBMISSION OF TRANSCRIPTS FROM AN ACCREDITED U.S. COLLEGE OR UNIVERSITY IS REQUIRED TO VERIFY THE EDUCATION REQUIREMENT. APPLICANTS WITH FOREIGN DEGREES MAY BE ASKED TO PROVIDE AN OFFICIAL FOREIGN TRANSCRIPT EVALUATION WHICH INDICATES COURSE WORK IS EQUIVALENT TO A DEGREE FROM AN ACCREDITED U.S. COLLEGE OR UNIVERSITY. FAILURE TO ATTACH TRANSCRIPTS MAY RESULT IN A DELAY OF YOUR APPROVAL TO COMPETE IN THE EXAMINATION.

POSITION DESCRIPTION

Deputy Manager II, District Agricultural Association

Under general direction, the Deputy Manager II serves as an assistant manager to the Secretary-Manager in planning and organizing major phases of the activities of a DAA and participates in program policy development, planning, decision making and evaluation; recommends new program direction, policies, rules, and regulations; may plan and administer the DAA's Capital Expenditure Account and Master Plan; represents the DAA with a variety of State, Federal, local agencies, members of the Legislature, and the media; consults with and advises Board members and community and trade organization representatives regarding DAA operations involving union contracts, architectural plans and bid packages, construction contracts and change orders, funding, land use and planning, community and environmental concerns; plans and manages a variety of operational program areas, such as contract management, security, telecommunications, safety, maintenance, and facilities development programs, or administrative programs including personnel, computer services, procurement, and financial operations; reviews

MINIMUM QUALIFICATIONS

pending legislation and advises the Secretary-Manager and the Board of Directors; represents the DAA at industry conventions; plans and negotiates financially significant, long-term leases, contracts, and grants for the DAA and approves contract provisions and language; prepares reports and makes presentations; acts in the absence of the Secretary-Manager; and performs other related work.

EXAMINATION SCOPE

This examination will consist of a Qualification Appraisal Interview weighted 100% of the final score. The interview will include a number of predetermined job-related questions. To obtain a position on the eligible list, a minimum rating of 70% must be attained in the interview. Competitors who do not appear for the interview will be disqualified.

QUALIFICATIONS APPRAISAL INTERVIEW – WEIGHTED 100%

The California Department of Food and Agriculture and the California Department of Human Resources (CalHR) 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.

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

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
4. Resource development
5. Principles and practices of human resources management including training, labor relations and safety
6. Event planning, coordination, and management
7. Principles and techniques of designing, constructing and installing exhibits
8. Building construction and maintenance
9. Event and facility security requirements and methods
10. Marketing principles and public relations
11. Multi-purpose facility programs, such as annual fairs, commercial and competitive exhibits, conventions, trade shows, concerts, live horse racing and satellite wagering

EXAMINATION SCOPE

12. 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:

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

SPECIAL PERSONAL CHARACTERISTIC:

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.

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 each candidate take special care in accurately and completely filling out his or her application. List all education and

EDUCATION AND EXPERIENCE

experience relevant to this classification, even if that experience goes beyond the ten-year limit printed on the application. Supplementary information will be accepted.

ELIGIBLE LIST INFORMATION

An “Open” eligible list for the **Deputy Manager II, District Fair** classification will be established for the **California Department of Food and Agriculture (CDFA) for the following: 1st DAA**. 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.

Veterans’ Preference **will be** granted for this examination. In accordance with Government Codes 18973.1 and 18973.5, whenever, any veteran, or widow or widower of a veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligible list.

Veterans status is verified by the California Department of Human Resources (CalHR). Information on this program and the [Veterans' Preference Application](#) (CalHR 1093) is available online. Additional information on veteran benefits is available at the Department of Veterans Affairs.

Career Credits **will not** be added to the final score of this examination, because it does not meet the requirements to qualify for Career Credits.

EXAMINATION INFORMATION

The final filing date for this examination is **Tuesday, April 20, 2021**. It is anticipated the examination will be conducted sometime in **May** or **June 2021**.

Required Identification -- Applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

Special Testing Arrangements:

If you require assistance or alternative testing arrangements due to a disability, please contact the testing department listed in the Contact Information section of this bulletin.

CONTACT INFORMATION

If you have questions concerning this examination bulletin, please contact:

Exam Code: **1FA08**
Examination Unit, Attention: Sophia Warner
California Department of Food and Agriculture
1220 N Street, Room 242
Sacramento, CA 95814

CONTACT INFORMATION

Phone: 916-639-6278

sophia.warner@cdfa.ca.gov

California Relay Service: 1-800-735-2929 (TTY), 1-800-735-2922 (Voice)

TTY is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TTY Device.

EQUAL OPPORTUNITY EMPLOYER

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right of 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.

DRUG-FREE STATEMENT

It is an objective of the State of California to achieve a drug-free State workplace. 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.

GENERAL INFORMATION

Examination and/or Employment Application (STD 678) forms are available at the California Department of Human Resources, local offices of the Employment Development Department, and through your [CalCareer Account](#).

For an examination without a written feature it is the candidate's responsibility to contact the California Department of Food and Agriculture Examinations Unit at (916) 654-0790 three (3) weeks after the final filing date if he/she has not received his/her notice.

If a candidate's notice of oral interview or performance test fails to reach him/her 3 days prior to their scheduled appointment due to a verified postal error, he/she will be rescheduled upon written request.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements 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 class. If an offer of employment is made, a medical examination may be required. In

GENERAL INFORMATION

open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

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. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one (1) to four (4) years unless otherwise stated on this bulletin.