



**SUPERVISING ARTS GRANT ADMINISTRATOR
DEPARTMENTAL PROMOTIONAL**

Department(s): California Arts Council
Opening Date: JUNE 16, 2015
Closing Date: JUNE 30, 2015
Type of Examination: Departmental Promotional
Salary: \$4,934 - \$6,130

INTRODUCTION

This is a promotional examination for the California Arts Council. Applicants must have a permanent civil service appointment with the California Arts Council as of the final filing date.

EEO

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.

DRUG FREE STATEMENT

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.

WHO SHOULD APPLY

Applicants who meet the education and/or experience requirements for this examination by the final filing date.

FILING INSTRUCTIONS

Final File Date: **JUNE 30, 2015** Applications postmarked or received interoffice mail after the final filing date **WILL NOT** be accepted.

A Standard State Application (STD 678) is required for this examination and can be obtained at <https://jobs.ca.gov/pdf/std678.pdf>. Faxed or e-mailed applications will not be accepted.

Please submit the application (STD 678), and resume by mail or in person to:

By Mail

**California Arts Council
California State Library
Human Resources Services Office
P.O. Box 942837
Sacramento, California 94237-0001**

In Person

**California Arts Council
California State Library
Human Resources Services Office
900 "N" Street, First Floor Drop Box
Sacramento, California 95814**

FAXED OR E-MAILED STANDARD STATE APPLICATIONS (STD 678) WILL NOT BE ACCEPTED. DO NOT SUBMIT APPLICATIONS TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES.

ELIGIBLE LIST INFORMATION

A departmental promotional eligible list will be established for the Department listed. The 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.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

NOTE: It is your responsibility to make sure you meet the experience requirements stated on this announcement on the date you submit your application.

MINIMUM QUALIFICATIONS

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination meeting 100% of the overall experience requirement.

NOTE: All applications/resumes must include "to" and "from" dates (month/day/year), time base, civil service class titles, and college courses completed. Applications/resumes received without this information will be rejected.

Either I

One year of experience in California state service performing the duties of an Associate Arts Grants Administrator in the California Arts Council. (Applicants who have completed six months performing the duties of an Associate Arts Grants Administrator will be admitted to the examination, but they must satisfactorily complete six months of experience as an Associate Arts Grants Administrator before they will be eligible for appointment.)

Or II

Two years of experience in California state service performing the duties of an Assistant Arts Grants Administrator in the California Arts Council.

(Applicants who have completed 18 months performing the duties of an Assistant Arts Grants Administrator will be admitted to the examination, but they must satisfactorily complete one year of experience as an Assistant Arts Grants Administrator before they will be eligible for appointment.)

Or III

Experience: Four years of experience with a performing, or exhibiting organization, or an arts service agency with responsibility in one or more of the following areas: artistic program planning or evaluation; public relations and marketing; fiscal management; or organizational development at least one year of which must have included experience in an administrative, consultative or supervisory capacity. (A Master's Degree in Arts Administration, Public or Business Administration with at least 24 semester units in Arts Policy or Arts Management may be substituted for one year of experience.) **or**

Four years of experience with a public or private arts funding agency with responsibility for analyzing or evaluating grant applications at least one year of which must have included experience in an administrative, consultative or supervisory capacity. (A Master's Degree in Arts Administration, or a Master's Degree in Public or Business Administration with at least 24 semester units in Arts Policy or Arts Management may be substituted for one year of experience.) **and**

Education: Equivalent to graduation from college. (Registration as a Senior in a recognized institution will admit applicants to the examination, but they must produce evidence of graduation or its equivalent before they can be considered eligible for appointment.) (Additional qualifying experience may be substituted for up to two years of education on a year-for-year basis.)

POSITION DESCRIPTION

Provides direction to the Council's grants programs; directs grant review and advisory panels; selects, trains and evaluates Assistant and Associate Arts Grants Administrators and technical/clerical staff responsible for implementing the Arts Council's art projects and programs; prepares and implements program budget; develops and recommends program policy to executive staff; applies and implements established policies to meet specific program needs and requirements; develops and maintains cooperative working relationships with artists and representatives of arts organizations and statewide associations; maintains liaison with other State agencies relative to arts program issues; acts as departmental representative to national and statewide leadership conferences in the assigned program area, at the discretion of the Director.

EXAMINATION INFORMATION

Education and Experience Weighted 100% - This examination will consist of a 100% weighted Education and Experience Evaluation which utilizes an evaluation of each candidates experience and education compared to a standard developed from the class specification. For this reason, it is important that candidates take special care in completing their application accurately and completely. List all experience relevant to the "Minimum Qualifications" shown on this announcement, even if that experience goes beyond the seven-year limit printed on the application. Read the "Minimum Qualifications" carefully to see what kind of information will be useful to the staff doing the evaluation.

KNOWLEDGE AND ABILITIES

Knowledge of: California Arts Council policies, goals, and program guidelines; principles and practices of public, business or nonprofit administration with specific reference to fiscal management, marketing and public relations, contracts, program evaluation, planning and development; the cultural history and current artistic activity of California; principles of personnel management and supervision, the Council's Affirmative Action Program objectives; a manager's role in the Affirmative Action Program and the processes available to meet affirmative action objectives.

Ability to: Administer the grants programs for the California Arts Council; write grant proposals; monitor, audit and evaluate art grantees; conduct workshops for grantees; interpret, communicate, and apply rules, regulations, policies and procedures; develop art program guidelines; develop and maintain cooperative and professional working relationships with artists and representatives of art organizations and statewide associations; supervise and coordinate the activities of subordinate staff; speak and write clearly and concisely; and effectively contribute to the Council's affirmative action objectives.

VETERANS' PREFERENCE

Veterans' Preference will not be granted in this examination.

CAREER CREDITS

Career Credits do not apply and will not be added to the final score of this examination.

CONTACT INFORMATION

California State Library, Human Resource Services Office, Angela Duprey Phone: 916.651.0337

CLASSIFICATION SPECIFICATIONS

Please click on the link below to review the official California Department of Human Resources class specification: <http://www.calhr.ca.gov/state-hr-professionals/Pages/job-descriptions.aspx>.

GENERAL INFORMATION

Applications are available at www.jobs.ca.gov and local offices of the Employment Development Department.

If you meet the requirements stated on this examination 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 rated against a predetermined job-related rating, and all candidates who pass will be ranked according to their scores.

The California Art Council and the State Library reserves the right to revise the examination plan to better meet the needs of the service, should 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.

Candidates needing special testing arrangements due to a disability must mark the appropriate box on the application and contact the testing department.

Hiring Interview Scope: In a hiring interview, in addition to the scope described in this bulletin, the panel will 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 he/she has made in his/her efforts toward self-development. For more information, you may refer to the classification specification <http://www.calhr.ca.gov/state-hr-professionals/pages.aspx>.

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

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

Veterans' Preference: Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, Veterans' Preference will be awarded as follows: 1) Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance 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) An entrance examination is defined, under the law, as any open competitive examination. And 3) Veterans' Preference is not granted once a person achieves permanent civil service status.

Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application (Std. Form 1093), which is available at <http://jobs.ca.gov/Job/VeteransInformation>, and the Department of Veterans Affairs.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device. California Relay (Telephone) 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.