



STATE OF CALIFORNIA – ENVIRONMENTAL PROTECTION AGENCY
DEPARTMENT OF PESTICIDE REGULATION



REGISTRAR / EXECUTIVE OFFICER
STRUCTURAL PEST CONTROL BOARD
Sacramento, California

EXEMPT APPOINTMENT

CALIFORNIA STATE GOVERNMENT--AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER-- PROVIDE OPPORTUNITIES TO ALL REGARDLESS OF RACE, COLOR, SEX, CREED, NATIONAL ORIGIN, ANCESTRY, MARITAL STATUS, DISABILITY, RELIGIOUS, POLITICAL AFFILIATION, AGE, SEXUAL ORIENTATION, OR GENETIC INFORMATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE 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.

Salary Range: \$7,261 - \$7,852

Final Filing Date: November 1, 2011

Structural Pest Control Board:

Established in 1935 by Assembly Bill 2382, the Structural Pest Control Board (SPCB) was created to regulate the practice of structural pest control, to provide for the registration and licensing of persons engaged in such practice, and for the protection of the public in the practice of structural pest control. In 2009, the SPCB was transferred to the jurisdiction of the Department of Pesticide Regulation (DPR).

The Board is composed of seven members of which, by law, four are public members, and three are members of the pest control industry. The Governor appoints two public members and three licensed industry members. The Senate Rules Committee and the Speaker of the Assembly each appoint one public member. The Board conducts public meetings throughout the state to promulgate regulations relating to structural pest control.

Position Description:

The Registrar is the executive officer and secretary of the Board. Under the general direction of the Board and Director, and the operational guidance of the Associate Director, Pesticide Programs Division, DPR, the Registrar/Executive Officer is responsible for planning, organizing, and administering all SPCB day-to-day business activities and functions; promoting the primary mission of regulating the structural pest control industry and protecting public safety through ensuring the competency and qualifications of providers of pest control services; and enforcing the structural pest control laws and regulation.

Preferred Qualifications:

- Demonstrated leadership, flexibility, and judgment necessary to perform in the capacity of a Registrar/Executive Officer.
- Knowledge of Structural Pest Control programs, procedures, statutes, and regulations in order to resolve complex consumer complaint issues effectively.
- Familiarity with federal and state regulations that apply to and impact the work of the DPR and the SPCB and its mission, goals, programs, and policies.
- Familiarity with California governmental operations and processes, including legislation, promulgation of regulations, budget, administration and personnel including Equal Employment Opportunity policies and processes; ability to establish and maintain cooperative working relationships with representatives of all levels of government, the public, and special interest groups.
- Demonstrated communication skills public speaking and experience presenting issues before a wide range of audiences, including a board or similar body.

Preferred Qualifications (cont.):

- Ability to gain the confidence and respect of others; ability to represent DPR and the Board when interacting with various constituencies and stakeholder groups who are interested in the activities of DPR and the Board.
- Experience in an administrative or executive capacity with responsibility for policy development, organizational planning and management of professional staff.
- Knowledge of project and performance management.

Special Personal Characteristics:

- Willingness to travel
- Willingness to work outside normal business hours

Position Competencies:

Coaching/Mentoring: Seize coaching opportunities and align with organizational objectives. Accurately assess strengths and development needs of employees and give timely performance feedback to maximize probability of success. Build trust and rapport necessary for effective coaching/mentoring. Strive to build a staff of future leaders, not followers.

Communication: Make clear and convincing oral presentations to individuals or groups. Inform, persuade, build consensus. Know the audience. Facilitate open exchange of ideas/opinions. Select and use appropriate communication approach. Actively listen. Effectively use e-mail. Avoid mixed messages. Apply business-writing principles to all written communications.

Ethics/Integrity: Create culture of trusting relationships. Demonstrate trust and principled leadership. Promote organizational vision and values through ethical leadership principles. Admit mistakes. Walk the talk - walking example of the vision and values of the organization through own authenticity.

Flexibility/Adaptability: Readily integrate changes midstream into work processes and outputs. Demonstrate openness to new organizational structures, procedures, and technology. Shift gears comfortably.

Leading Change/Change Management: Become an agile leader who anticipates change, adapts to it, and uses it to his/her competitive advantage. Recognize the forces/signals that cause change. Promote a consistent "outside the box" culture that embraces new and better ideas. Respond to changing circumstances while remaining committed to the department's vision, mission, values, and goals. Facilitate acceptance and implementation of change (change champion) even if ambivalent.

Partnering/Networking: Develop networks and build alliances. Participate in cross-functional activities to achieve organizational objectives. Keep administrative branches informed of program priorities, needs and issues to effect responsive service.

Political Acumen: Identify the internal and external politics that impact the work of the organization. Perceive organizational and political reality and act accordingly. Consider a broad range of internal and external factors (big picture) when solving problems and making decisions. Identify critical, high payoff strategies and prioritize work efforts accordingly. In taking action, demonstrate an understanding and consideration of how it will impact stakeholders and affected areas in the organization. Formulate strategies that are achievable, cost effective, and address administration and organizational goals. Develop and balance operational and strategic management skills.

Teamwork: Facilitate and maintain cooperative working relationships. Work toward accomplishment of group goals. Value and encourage the input and expertise of others. Foster commitment, team spirit, pride, and trust.

Transparency: External and internal, knowing when you can be and when you can't. Build a community of shared values that supports and ensures the fair exchange of information up, down and across the organization. Serve as a model of transparency by being the "connector". View transparency not as a threat but as a great potential for creating a level playing field.

Vision: Influence others to translate vision to action. Build a shared vision with others. Strive to achieve visionary goals now and bring the future into the present. Be in alignment with the vision, think it, act it, communicate it. Foster a work environment that symbolizes commitment to the vision. Anticipate and innovate strategies to link strategic vision to core capabilities and the organization's mission.

Hiring Process Information

This is a multi-step hiring process. An executive screening committee will conduct a review of all applications and resumes. Only the most qualified applicants will be asked to submit a Statement of Qualifications and from that group, only the most qualified applicants will be asked to participate in the interview process. Interviews will be held in Sacramento, California. The Registrar/Executive Officer serves at the pleasure of DPR's Director and the Board.

How To Apply:

All interested applicants must submit:

- A completed standard state application (Form 678) with original signature
 - A resume
- NOTE: All applications/resumes must include job titles, names and addresses of employer(s), "to" and "from" dates (month/day/year) of employment for all applicable experience.

APPLICANTS WHO FAIL TO SUBMIT ALL THE REQUIRED DOCUMENTS LISTED ABOVE BY THE FINAL FILING DATE WILL BE ELIMINATED FROM THE HIRING PROCESS.

All interested applicants shall submit their Standard State Application (Form 678) and resume **POSTMARKED NO LATER THAN THE FINAL FILING DATE OF NOVEMBER 1, 2011** in person or by mail to:

Department of Pesticide Regulation
Personnel Services Branch
1001 "I" Street, MS 4B
Sacramento, California 95814
Attention: Nichole Shintaku

Contact Nichole Shintaku at nshintaku@cdpr.ca.gov or (916) 445-3656 for a detailed duty statement or organizational chart or with any questions regarding the application process.