



2010 ORAL EXAM STUDY SESSION

Kristin Macey

Jim Shattuck



ORAL EXAM STRUCTURE

- Structure: Exam, not Interview.
 - Four questions for each exam,
 - Two prior to the interview
 - Two more during the interview.
 - One hour
 - 20 minutes for the first two
 - 40 minutes of interview time for all four.
- Schedule: See “Oral Exams” on http://www.cdfa.ca.gov/employment_county-licensing.html



ORAL EXAM TOPICS

- Administration
- CACASA
- Ethics
- Government
- Management and Supervision
- CDFA
- DPR
- Current Events (March 2009 – March 2010)



ADMINISTRATION

- Administration?
- Public Administration?
- Difference between Administration and Management? Does it matter?
- Actions requiring Board approval.
- How is an item placed on “Agenda”
- Know how a state contract gets approved.
- Have you attended a Board meeting?



ADMINISTRATION Cont.

- What is the “Brown Act” What is it’s significance?
- FMLA, FLSA, etc.
- Fair Political Practices Act
- Sexual Harassment, Diversity, etc.
- Violence in workplace policy.
- How a Commissioner or Sealer is appointed or can be removed from office.



ADMINISTRATION Cont.

- Budgets (Separate Webinar February 24)

- **Space is limited.**

Reserve your Webinar seat now at:

<https://www2.gotomeeting.com/register/502372834> A general discussion of budget terminology, components, concepts and issues in powerpoint format. A sample budget will be put together giving an insight to types of decisions required. A list of questions will be reviewed to help develop more of an "administrator's viewpoint". CDFA personnel will also be available to discuss changes in the unclaimed gas tax disbursement and the requirements to receive this revenue.

- **Title:** *Budget Study Session Feb 24*

- **Date:** Wednesday, February 24, 2010

- **Time:** 8:30 AM - 11:00 AM PST



CACASA

- What is CACASA?
- What are its officers? Their titles?
- How does it function?
- How do items get placed on its agenda?
- How are “actions” determined?
- Standing Committees? Function?
- Program Committees? Function?
- Know what is in the CACASA Handbook.
 - MOU’s and Guidelines



ETHICS

- “Code of Ethics” – CACASA HB.
- Do work habits reflect work ethic?
- Ethics/Standards/Enforce/Morale
- Off-hours versus On-hours.
- “Token(s) of appreciation”
- CCR Title 3. F&A, Div. 1, Ch. 2 Art. 1, Sect. 101



GOVERNMENT

- Laws, Regulations and Enforcement: What are the responsibilities of each level?
- Who are government officials accountable to?
- How do government agencies interact with various stakeholders?
- How do various levels of government interact with each other?
- How does the regulated community access government?



MANAGEMENT

- Effective Management Styles.
- Professional Growth.
- Succession planning, and mentoring.



SUPERVISION

- What is “Supervision?” What does it entail?
- Application of Various Policies.
- What is FLSA? Why is it something a supervisor should know?
- Is it “supervision” or “micro-management?”



SUPERVISION

- How much technical knowledge does a supervisor need to possess?
- What are the effects of a lack of supervision?
- Delegation or laziness?
- Progressive Discipline.



CDFA

- Know CDFA's organizational structure.
- Understand Divisions' functional areas.
- How contracts with CAC are developed.
- Who administers licensing exams?
- Explain the relationship between CAC and CDFA?



Plant Health & Pest Prevention Division

- Summary of Programs
- Current Issues
- Division's Relationship with Counties
- Q and A (time permitting)



Inspection Services Division

- Summary of Programs
- Current Issues
- Division's Relationship with Counties
- Q and A (time permitting)



Pierces Disease Control Program (GWSS)

- Summary of Program
- Current Issues
- Program Relationship with Counties
- Q and A (time permitting)



DPR

- What is department head title of DPR?
How? Report to whom?
- Affiliation(s)?
- Funded how?
- How DPR provides funding to counties.



DPR Current Issues (2009 – 10)

- DPR Air Monitoring Network
- DPR Surface Water Regulations/Concept- Development
- Methyl Iodide – CA Registration Decision/Process
- Structural Pest Control Board Consolidation to DPR
- DPR 2010 Rulemaking Calendar
- MITC Mitigation Development- Ongoing
- DPR Draft Complaint Response Protocol
- Methyl Bromide Regulation Development (Court Ruling)
- Draft VOC Emission- Fumigation Method Development
- Chloropicrin Mitigation Development



DPR cont.

- Why no EIR for use of pesticides?
- 100% use reporting, pros and cons.
- EJ; significance?
- Explain the relationship between the CAC and DPR.



DPR Current Issues (2009 – 10)

- DPR Air Monitoring Network
- DPR Surface Water Regulations/Concept- Development
- Methyl Iodide – CA Registration Decision/Process
- Structural Pest Control Board Consolidation to DPR
- DPR 2010 Rulemaking Calendar
- MITC Mitigation Development- Ongoing
- DPR Draft Complaint Response Protocol
- Methyl Bromide Regulation Development (Court Ruling)
- Draft VOC Emission- Fumigation Method Development
- Chloropicrin Mitigation Development



Study Resources

- Talk to your Commissioner or Sealer.
- Talk to your department's Deputies, Assistant, etc.
- http://www.cdfa.ca.gov/employment_county-licensing.html
- Network with other applicants.
- Talk with Liaisons before March 4th.
- Attend a Board of Supervisor meeting.
- Attend Deputy and CACASA meetings.



Additional Study Resources

- DPR Weekly Legislative Report- Sent to CACs weekly
- CDFA and DPR Liaison Monthly Report
- CACASA E – News Letter (CACASA Executive Director Tim Cansler)
- DPR Web pages. www.cdpr.ca.gov (DPR On-line Bulletin, Press Releases, DPR Branch Web Pages, etc.)
- CDFA Web pages. <http://www.cdfa.ca.gov/>