



CALIFORNIA DEPARTMENT OF GENERAL SERVICES


Executive Director

California Building Standards Commission

Monthly Salary Range: \$13,239.62 - \$14,746.51

Annual Salary Range: \$158,875.44 - \$176,958.12

This is an exciting opportunity for those who want to make a positive impact at one of the most mission-critical Commission's in the State of California! Come join the California Building Standards Commission (CBSC) as they strive to produce sensible and usable state building standards and administrative regulations that implement or enforce those standards! Be a part of the commitment to ensure an efficient and effective regulatory process that protects all Californians!



CBSC's vision is to ensure that the statewide building code development and adoption process is efficient and effective.

To learn more about CBSC, please visit:
<https://www.dgs.ca.gov/BSC/About>

The Commission

Established in 1953 by California Building Standards Law (HS. Code, § 18901 et seq.), the California Building Standards Commission (CBSC) is within the Department of General Services (DGS) under the Government Operations Agency. CBSC members are appointed by the Governor and confirmed by the State Senate. CBSC's mission is to produce sensible and usable state building standards, and administrative regulations that implement or enforce those standards. Specifically as it relates to sustainable, climate resilient, and energy efficient buildings, CBSC has the authority to develop and propose CALGreen building standards, which is the FIRST-IN-THE-NATION mandatory green building standards code.

The Position

The Executive Director is responsible for directing and implementing CBSC's policies and administering building code adoption, approval, codification and publication and related processes under the California Building Standards Law and applicable provisions of the Government Code. The incumbent will be responsible for direct oversight of the CBSC office and staff and will represent the CBSC to all levels of government and the private sector. The Executive Director will establish and manage the Commission's appeal and petition process, budget, monitor, develop, and review proposed legislation.



Ideal Candidate

CBSC is looking for a dynamic leader who has experience with public policy, code enforcement, code development, building design, management and budgeting that can be a strategic innovator. This well-rounded individual will be able to establish relationships and communicate with all levels of staff, including at the executive level. Using political astuteness, the next incumbent will be able to implement the Commission's mission and vision while remaining calm under pressure, flexible yet effectively applying state law and regulations, and be able to manage multiple priorities effectively. Additionally, the ideal candidate will:

- » Have direct experience/expertise in the California building standards development process.
- » Understand the importance of achieving legislative mandates/requirements and rulemaking processes.
- » Establish and maintain cooperative relations with state, federal, and local agencies, code developing bodies, and the regulated community.
- » Exude personal qualifications including integrity, initiative, dependability, good judgement, and the accountability for self and entire team.
- » Possess an architectural or engineering background. (Although not required, a highly desirable qualification would include having a professional licensure in either specialty).
- » Is astute in personnel matters and the need to address situations timely.





Benefits and **Work Location**

DGS employees are eligible for several benefits and working for us is a great opportunity to make a difference in California and join a team committed to workforce excellence!

Our employees receive the following benefits:

- » Health
- » Dental
- » Vision
- » Employee Assistance & Employee Wellness Programs
- » Retirement
- » 401(k) and 457(b) Plans

Options for:

- » Life Insurance
- » Long Term Disability Insurance
- » Legal Services
- » And MORE!

Telework options, with flexible working schedules, are available but Individuals must reside within California and be able to commit to at least 3 days in the office located in Sacramento.

For more details about employee benefits, visit the [California Department of Human Resources](#) website.

Application Process and Recruitment Schedule

The Final Date to Apply is: Friday, November 10, 2023

Required Application Documents

- » Resume/CV
- » List of References (minimum of three professional references with updated contact information*)
- » Responses to the Supplemental Questions listed below.
 1. Please describe your specific work-related experience and knowledge in public policy, building code enforcement/development, and building design/management. Why do you believe your experience and/or background will make you successful as the Executive Director?
 2. Please describe your leadership experience. What is your leadership style and what approach do you take to mitigating conflict, or handling challenging situations independently? Please include a specific example of how your leadership skills allowed you to effectively mitigate an issue.
 3. As Executive Director, you will encounter multiple competing priorities that are the responsibility of the Commission and Commission staff to successfully execute. In addition to facilitating the Code Adoption Cycle (Triennial or Intervening), Commission staff are often involved in a multitude of other high-level initiatives often directed at the behest of the Legislature or the Administration. Please describe any experience you have in managing high-level projects/initiatives. What steps do you take to help ensure successful outcomes? Please provide specific examples.

*references will not be contacted without prior notice.

To view the official duty statement, submit the required documents, and apply, click on the following link:

<https://www.cps hr.us/recruitment/2256>

For additional information about this position or questions regarding the application process, please contact:

CPS HR  **CONSULTING**

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