



State of California

925 L Street, Suite 805
Sacramento, CA 95814

phone: (916) 445-2125

Milton Marks Commission on California State Government
Organization and Economy

website: www.lhc.ca.gov

Project Manager I, Little Hoover Commission

About the position:

The project manager is responsible for leading studies that include recommendations to the Governor and Legislature for improving state government – what works, what doesn't, and how to fix it. The project manager works under the general supervision of the executive director. This is a full-time position, based in Sacramento, CA, with a salary range of \$5,656 - \$7,080. More information about the position is available in the job posting [here](#).

About the organization:

The Little Hoover Commission is a bipartisan, independent state oversight agency created in 1962. Its mission is to investigate state government operations and – through reports, recommendations and legislative proposals – promote efficiency, economy and improved service. The Department of General Services assists the Commission in its hiring processes.

How to apply:

Interested candidates must complete two separate application packages: the first, an exam and supplemental information which must be printed and mailed or hand-delivered to DGS, and the second, various application materials which may be submitted online or in the mail. All application materials must be submitted by April 30, 2020.

Project Manager Exam Materials

1. The Project Manager exam consists of three parts:
 - a. The State of California Employment Application (Form STD. 678) form is available online through the CalCareers website or here as a [PDF](#). This form must be printed and submitted along with other exam materials.
 - b. The Qualifications Assessment, which asks applicants a series of questions about their knowledge, abilities, and skills. Applicants must print and sign the qualifications assessment (the assessment begins on page 8 of the exam bulletin, [here](#)).
 - c. Any supporting documentation needed to meet the minimum qualifications (see page 2 of the exam bulletin, [here](#)), such as a copy of your diploma and/or official transcripts.

2. Send exam materials to Kathie Raftery, Office of Human Resources, Department of General Services:

By Mail: P.O. Box 989052 West Sacramento, CA 95798-9052	In Person: 707 3 rd Street, 7 th Floor West Sacramento, CA 95605
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Please note, faxed or emailed application materials are not accepted.

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Pedro Nava, Chairman	Bill Emmerson	Cathy Schwamberger
Sean Varner, Vice Chairman	Chad Mayes, Assemblymember	Janna Sidley
Dion Aroner	Jim Nielsen, Senator	Ethan Rarick, Executive Director
David Beier	Bill Quirk, Assemblymember	
Cynthia Buiza	Richard Roth, Senator	

Project Manager Application Materials

1. Create an account in CalCareers, [here](#), and apply to the Project Manager position using Job Code #191762. The following materials are needed for the project manager application:
 - a. The State of California Employment Application (Form STD. 678) form
 - b. Any supporting documentation needed to meet the minimum qualifications. (See the job posting, [here](#), for more details).
 - c. Cover letter
 - d. Resume

2. Submit your application materials online through your CalCareers account, or in person/mail to:
Little Hoover Commission, Attn: Ethan Rarick, 925 L Street, Suite 805, Sacramento, CA 95814

Questions about the exam? Please contact Katherine Raftery, Exam Analyst, with the Department of General Services' Office of Human Resources at (916) 376-5421 or Katherine.Raftery@dgs.ca.gov.

Questions about the position? Please contact Ethan Rarick, Little Hoover Commission's Executive Director, at Ethan.Rarick@lhc.ca.gov.