

08/12/99



CALIFORNIA STATE UNIVERSITY, SACRAMENTO

ANNOUNCEMENT FOR TWO NEW POSITIONS IN SACRAMENTO, CALIFORNIA

Transportation Forum

CALIFORNIA CENTER FOR PUBLIC DISPUTE RESOLUTION A Joint Program of

California State University, Sacramento and McGeorge School of Law, University of the Pacific

BOTH POSITIONS FOR SENIOR PUBLIC POLICY MEDIATOR / PROGRAM MANAGER

Anticipated Start Dates of Two Positions: ♦ On or before January, 2000 ♦ Late, 2000

The California Center for Public Dispute Resolution, a joint venture between a public and private university, invites exceptionally qualified candidates to apply for the position of Senior Public Policy Mediator/Program Manager. There are two openings for this position, with anticipated start dates of January 2000 and late 2000 respectively. The Center is advertising now for the later position in recognition of the advance notice often needed to plan for transitions.

The Center offers services to parties seeking collaborative solutions for public disputes and decisions at the federal, state, regional and local levels. The Center offers its clients services such as mediation, facilitation, training in collaborative techniques, and dispute resolution systems design. With its location in the state capital and its track record of success, the Center is asked to manage the resolution of some of the most difficult public policy issues facing California, including governance and fiscal reform, water policy stalemates, and regional transportation problems. The Center specializes in mediating complex collaborative processes that usually span several years, involve dozens of stakeholders and address politically volatile issues. The Center is self-supporting with revenues generated through fee-for-service contracts and some private foundation funding. More information is available at the web site address provided below.

JOB DESCRIPTION: Serves as lead mediator/facilitator for multi-party disputes and consensus-building processes on complex policy issues; develops programs and strategies to expand the use of collaborative decision making and alternative dispute resolution in California public policy; performs high level management and administrative functions; serves as trainer. For more detail, see attached "Job Description and Duties."

MINIMUM QUALIFICATIONS

- Bachelor's Degree or its equivalent.
• Demonstrated experience in managing consensus-building in complex public policy processes, with developed skills in facilitation as well as mediation.
• Current knowledge in one or more public policy issue areas, such as transportation, land use, water, flood, environmental protection, natural resources, health, and human services.
• Extensive experience related to local, regional, state or federal government, with a sophisticated understanding of political dynamics as well as how public policy is developed and implemented.
• Demonstrated experience as program manager for large projects with ability to work independently as well as work collaboratively with an interdisciplinary team of professionals.
• Excellence in written and verbal communication skills.
• Demonstrated leadership abilities, strong interpersonal skills, and ability to work with stakeholders and colleagues with very diverse backgrounds, styles and perspectives.

03/12/99

**DESIRED SKILLS AND ABILITIES (NOTE: The following are preferred not required.)**

- Six years of experience, or its equivalent, in facilitating / mediating multi-party processes on complex policy issues, serving as the lead with at least one multi-year negotiation requiring day-to-day strategic direction and attention.
- Expertise in transportation related public policy issues and/or experience in managing a longer term collaborative process on transportation issues. This expertise particularly applies to the January 2000 position.
- Expertise in managing the communication between collaborative stakeholder processes and broader constituencies; elected officials; the general public; and the media.
- Knowledge of California state and local government.
- Experience in designing and providing consensus-building and dispute resolution training.
- Demonstrated ability and desire to make major contributions to the administration, management and long-term strategic and financial development of the Center.

**APPOINTMENT:** These positions are full-time with reappointment made on an annual basis. Reappointment is contingent upon work performance, recommendation of the Executive Director, and Center funding. These positions are defined in the Management Personnel Plan of the California State University. As management positions, they are excluded from the collective bargaining process and do not gain permanent status. These positions are also exempt from the provisions of the Fair Labor Standards Act.

Each of these positions is contingent upon pending Center development initiatives. Positions require commitment to work full time in Sacramento.

**SALARY:** The expected salary range will be between \$65,000 and \$80,000 per year, commensurate with qualifications and salary history. Attractive university management benefits are provided. Retirement benefits are with the California Public Employees' Retirement System.

**APPLICATION:** Mail to the address below: 1) a cover letter with a statement describing capabilities related to the qualifications and desired skills of the position and whether the applicant is applying for January 2000, late 2000 or either start date; 2) a resume that also identifies the dispute resolution, consensus, or facilitation processes where applicant served as the lead; 3) the names, affiliation and telephone numbers of six references including four from stakeholders who have participated in processes conducted by the applicant; and 4) a writing sample.

**Application review will commence September 15, 1999. These positions will be open until filled.** The decision on the January 2000 position will be made prior to consideration of applicants for the late 2000 position.

Search Committee  
CSUS/California Center for Public Dispute Resolution  
1303 J Street, Suite 250  
Sacramento, CA 95814  
Telephone 916-445-2079 FAX: 916-445-2087  
Web Site: www.csus.edu/ccpdr

*California State University, Sacramento is an Affirmative Action Equal Opportunity Employer and has a strong institutional commitment to the principles of diversity in all areas. In that spirit, we are particularly interested in receiving applications from a broad spectrum of qualified people who would assist the University in meeting its Strategic Plan goal of pluralism: "To develop a campus community whose diversity enriches the lives of all and whose members develop a strong sense of personal and community identity as well as mutual respect." CSUS hires only those individuals who are lawfully authorized to accept employment in the United States.*

**California Center for Public Dispute Resolution**  
**A Joint Program of**  
**California State University, Sacramento and**  
**McGeorge School of Law, University of the Pacific**

The California Center for Public Dispute Resolution, a joint venture between a public and private university, invites exceptionally qualified candidates to apply for the position of Senior Public Policy Mediator/Program Manager. There are two openings for this position with anticipated start dates of January 2000 and late 2000 respectively. Established in 1993, the Center offers services to parties seeking collaborative solutions for public disputes and decisions at the federal, state, regional and local levels. The Center provides its clients with a variety of services including mediation, facilitation, training in collaborative techniques, and dispute resolution systems design. Please see Job Vacancy Announcement for further description of California Center for Public Dispute Resolution, more details on the position, further qualifications and application process.

**JOB DESCRIPTION AND DUTIES**  
**SENIOR PUBLIC POLICY MEDIATOR / PROGRAM MANAGER**

- A. **SENIOR MEDIATOR/FACILITATOR:** Serves as lead mediator/facilitator for multi-party disputes and consensus building processes on complex and controversial policy issues, using an interest-based approach to problem solving. This responsibility includes the provision of process design and needs assessment services as well as the preparation and delivery of mediation and facilitation services. Expected to work independently as senior dispute resolution professional in a lead management role on large projects. Expected to master the policy content and relevant political dynamics for each case in order to provide effective facilitative leadership, strategic direction, mediation interventions, and guidance to a team of professional colleagues.
- B. **CENTER DEVELOPMENT:** In consultation with the Center's Executive Director, develops programs and strategies to expand the use of collaborative decision making and alternative dispute resolution in California state, regional and local governments. These activities can include such tasks as training for local and state officials; proposal development; marketing; responding to RFPs; and liaison work with the California State Legislature, public agencies, and the Governor's Office.
- C. **CENTER MANAGEMENT:** In consultation with the Executive Director, performs high level management and administrative functions including but not limited to supervision of professional and clerical staff; personnel recruitment, particularly for public policy mediators and facilitators; contracts and organizational management; liaison activities with the Center's two university sponsors; and other assignments as needed.
- D. **SENIOR TRAINER:** Serves as lead in Center training on such topics as negotiation, mediation, collaborative decision making and facilitation as it relates to public policy and the public sector. May also assist with integrating the resources of the Center into the instructional and research mission of the two universities.
- E. **OTHER RESPONSIBILITIES AS ASSIGNED**