



CALIFORNIA CORRECTIONAL HEALTH CARE SERVICES CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation. It is an objective of the State of California to achieve a drug-free 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.

DEPARTMENT:	CALIFORNIA CORRECTIONAL HEALTH CARE SERVICES	RELEASE DATE:	Monday, March 16, 2015
POSITION TITLE:	Associate Director, Statewide Mental Health Program, Field Operations	FINAL FILING DATE:	Monday, April 6, 2015
CEA LEVEL:	CEA B	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 8,766.00 - \$10,442.00 / Month	BULLETIN ID:	03122015_2

POSITION DESCRIPTION

Under the administrative direction of the Deputy Director, Statewide Mental Health Program, the Associate Director, Statewide Mental Health Program, Field Operations is responsible for developing, monitoring, evaluating, and improving the Mental Health Program policy and services provided at the 35 California Department of Corrections and Rehabilitation (CDCR) facilities. The Associate Director ensures that institutions conduct mental health programs in accordance with the mandates of *Coleman v. Brown* (Coleman); and ensures that clinical mental health field operations are run effectively. The Associate Director also oversees the implementation of policies, procedures, and protocols critical to standardizing and improving mental health services. As a member of the executive management team, the incumbent provides advice and guidance on mental health program services to Department executives on proposed mental health actions and policies.

Duties include, but are not limited to:

Oversees compliance with program policies and procedures for treating adult inmate-patients who may have or who have been diagnosed with mental illness. Confers with the Deputy Director, Statewide Mental Health Program and other members of the Department's Executive team on major policy, program, and operation issues that affect the overall delivery of mental health services to inmate-patients. Participates in executive level planning, including, but not limited to, fiscal, strategic, long-term resource needs, and recruiting and hiring for mental health positions statewide. Acts as the liaison with the Federal court, the Governor's office, and the CDCR and Office of the Attorney General's legal staff on all Coleman matters.

Coordinates performance management efforts within the Mental Health Services Delivery System (MHSDS). Facilitates the appropriate Performance Management System forums and processes. Directs project team members in setting standards, developing and processing management reports,

and evaluating program performance. Oversees the development and modification of key indicators to assess MHSDS performance compliance with Coleman mandates. Oversees the design of a system for data collection and routine reporting on measurable objectives. Works with field management staff to ensure that MHSDS monitoring systems are accurate and functional.

Ensures that clinical mental health operations are run effectively, appropriately, and according to the mandates of the court and other state and federal laws. Oversees the operation of numerous programs to include collaborative training, professional practices, and peer review.

Consults with other project teams, including custody, to improve coordination of medical, dental, and substance abuse services and interfaces with custody functions.

Performs other duties as assigned to support the implementation of the CDCR Strategic Plan. Acts on behalf of the Deputy Director, Statewide Mental Health Program as necessary.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a current State civil service employee with permanent civil service status, as defined in Government Code Section 18546.

Or II

Must be a current or former employee of the Legislature, who resigned or was released from service within the last 12 months, and with two or more consecutive years of service as defined in Government Code Section 18990.

Or III

Must be a current or former nonelected exempt employee of the Executive Branch of **government** who resigned or was released from service within the last 12 months, and with two or more consecutive years of service (excluding those positions for which the salaries are set by statute) as defined by Government Code Section 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code Section 18991.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

- (1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's

or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level A Responsible for broad administrative and program activities, including the execution and/or evaluation of program policies.

CEA Level B Responsible for extensive managerial and program administration or broad program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Level C Responsible for extensive highly professional influence and contributes to program, policy, and the methods to provide professional services needed to set policies, to meet the mission of the State department and often exercising technical and or professional skills that are required at this level.

DESIRABLE QUALIFICATION(S)

Extensive management experience, including proven ability to direct a sizeable team composed of members from diverse disciplines and perspectives in the development and implementation of a comprehensive program.

Experience in public administration, personnel management, and leadership, with the ability to motivate staff.

Substantial responsibility for a combination of management functions such as program planning, policy formulation, and organization coordination.

The ability to communicate effectively, both orally and in writing, and to interact effectively with Legislators, law enforcement, and other governmental agencies, advocacy groups, community and civic leaders, departmental managers, staff, and the public.

Experience in negotiation and coordination with outside stakeholders.

Broad and extensive experience in strategic planning, budget management, and program evaluation.

Ability to analyze complex problems, recommend and initiate effective courses of action, and develop and implement policies and procedures; represent the Department before the legislature, control agencies, local governments, and other state agencies on policy level issues; and testify in

court proceedings and negotiate proposed settlements.

Supervisory/administrative experience in a managerial capacity at least equivalent to a Staff Services Manager III, Correctional Administrator, Department of Corrections, Deputy Regional Administrator, Youth Authority Administrator, or Juvenile Parole Administrator, including the implementation and/or evaluation of program policies. Experience which shall have demonstrated the ability to communicate with legislators, local governmental jurisdictions, and community and civic leaders. Experience in the development and implementation of policies and procedures.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Associate Director, Statewide Mental Health Program, Field Operations**, with the **CALIFORNIA CORRECTIONAL HEALTH CARE SERVICES**. Applications will be retained for twelve months.

The results of this examination will be used only to fill this position.

The examination process will consist of an evaluation of your Standard State Application (Form 678), resume, and statement of qualifications by a screening committee. The Statement of Qualifications will be used to evaluate your education and experience as it relates to the desirable qualifications, knowledge, skills, and abilities, and may also serve as documentation of each candidate's ability to present information clearly and concisely in writing since this is a critical factor to successful job performance. Therefore, it is to your advantage to invest the time and effort to completely describe your experience, education, training, knowledge, skills and abilities, as the statement of qualifications will be the basis for your final score and rank on the eligible list. (Hiring interviews may be conducted with only the most qualified candidates if it is determined necessary in order to make a selection.)

FILING INSTRUCTIONS

Interested applicants who meet the minimum qualifications listed above must submit:

- **APPLICATION MATERIALS MUST BE RECEIVED BY 5:00 P.M. PST ON MONDAY, APRIL 6, 2015.**
- A Standard State Application (Form 678) and resume that clearly addresses your experience and job titles, names and addresses of employers, periods of employment and education relevant to the Minimum Qualifications, desirable qualifications, and information contained in the position description sections in this bulletin.
- A Statement of Qualifications that describes your experience, education, training, knowledge, skills, and abilities as they relate to the information contained in the position description and desirable qualifications sections in this bulletin. You must provide specific examples.
- The Statement of Qualifications will also serve as documentation of each candidate's ability to present information clearly and concisely in writing since this is a critical factor to successful job performance.
- The Statement of Qualifications should not exceed three pages in length nor be less than 12 font.
- **APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE**

ELIMINATED FROM THE EXAMINATION. RESUMES DO NOT TAKE THE PLACE OF THE STATEMENT OF QUALIFICATIONS.

Interested applicants must submit:

- Application, resume, and Statement of Qualification materials described in the Filing Instructions section of this announcement.

Applications must be submitted by the final filing date to:

CALIFORNIA CORRECTIONAL HEALTH CARE SERVICES, Executive Recruitment and Selection

P.O. Box 588500 Building D, Elk Grove, CA 95758

Magdalena Kilmer | (916) 691-5876 | Magdalena.Kilmer@cocr.ca.gov

ADDITIONAL INFORMATION

APPLICATION MATERIALS MUST BE RECEIVED BY 5:00 P.M. PST ON MONDAY, APRIL 6, 2015.

If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, on or before the final filing date to CCHCS Human Resources, located at 8280 Longleaf Drive, Suite 101, Lobby Drop Box, Elk Grove, CA 95758.

Effective January 1, 2009, Government Code Section 18991 was enacted which permits persons retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty to apply for Career Executive Assignment (CEA) examinations, for which he/she meets the minimum qualifications. Person's applying who qualify as a Veteran under Government Code Section 18991 must submit a copy of his/her DD214 with his/her Standard State Application (Form 678).

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The CALIFORNIA CORRECTIONAL HEALTH CARE SERVICES reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: [CEA and Exempt Appointees](#)