



# CALIFORNIA CORRECTIONAL HEALTH CARE SERVICES

California Correctional Health Care Services

## CAREER EXECUTIVE ASSIGNMENT JOB EXAMINATION ANNOUNCEMENT

JC-27261 - Associate Director, Clinical Administrative Operations – Career Executive Assignment Level A

Final Filing Date:7/29/2016

### Equal Opportunity Employer

The State of California is an equal opportunity employer that actively pursues and hires a diverse workforce. All qualified applicants will receive consideration for employment without regard to age, ancestry, color, disability (mental or physical), gender identity or expression, genetic information, marital status, medical condition, military veteran status, national origin, political affiliation, pregnancy, race, religion or creed, sex, sexual orientation, or any other factor that is not related to the job.

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.

### Position Details

Job Control #:	JC-27261
Position #(s):	042-126-7500-003
Working Title:	Associate Director, Clinical Administrative Operations – Career Executive Assignment Level A
Classification:	C. E. A. \$6,453.00 - \$9,277.00 A
# of Positions:	1
Work Location:	Sacramento County
Job Type:	Career Executive Assignment - Non Tenured, Full Time

### Job Description and Duties

Under the general direction of the Deputy Director, Medical Services, the Associate Director, Clinical Administrative Operations, has full responsibility and accountability for the overall policies, planning, organization, direction, and administration of the following statewide functions: Dietary Services, Rehabilitation Services, Clinical Operations Support, and Telemedicine Services. The Associate Director provides innovative program development and administration, executive management, policy formulation, guidance, consultation, oversight, interpretation of administrative standards, laws, rules, and regulations.

Ensures cross program coordination of policy formulation, consultation, technical assistance and guidance for Dietary Services, Rehabilitation Services, Clinical Operations Support, and Telemedicine Services to ensure that practices comply with appropriate standards to deliver evidence-based, patient-centered care while adhering to safety and environmental standards; plans, organizes, directs, and evaluates the various administrative, fiscal, and operational functions for the entire Medical Services Division including the Telemedicine Services program which provides direct care to the patient-inmate population; advises and consults with the Deputy Director on various matters requiring administrative resources and expertise which includes but is not limited to: personnel, fiscal, contract, and procurement management.

Serves as the chief policy maker in the areas of Dietary Services, Clinical Practice Review, Telemedicine Services, and Clinical Support Services; responsible for developing and/or revising policies to improve the delivery of medical care to patient-inmates; initiates necessary modifications and participates in the development of new policies, procedures or protocols when required; makes policy changes that will be implemented at the local and statewide level; ensures policy coordination for construction, activation and facility improvement and accreditation through the National Commission of Correctional Health Care.

Provides executive management, policy formulation, consultation, technical assistance and guidance to Program Support Services; formulates and monitors operational and capital budgets; negotiating and managing contracts with vendors in so far as working with the field to coordinate policy for all adult institutions as needed and resolve disputes with vendors.

Develops and fosters collaboration with medical staff, nursing, and other clinical departments, to ensure a cross program integration and coordinated approach to providing services and resolution of complaints and problems.

Ensures collaborative relations and program integration across all Medical Services programs; establishes and maintains cooperative working relationships between Medical Services and its client agencies, the legislature, representatives of the administration, California Department of Corrections and Rehabilitation, Office of the Inspector General, and executive management; represents the Deputy Director, Medical Services at meetings and functions where policy decisions are required.

Identifies and establishes best practices on new and improved technologies, policies, and procedures designed to reduce cost and increase the level of service to client agencies and internal customers.

#### Application Instructions

Completed applications and all required documents must be received or postmarked by the Final Filing Date in order to be considered.

Final Filing Date: 7/29/2016

#### Who May Apply

Individuals who are eligible to be appointed to this Career Executive Assignment (CEA) by the State of California.

#### How To Apply

Completed Examination/Employment Application (STD 678) and applicable or required documents must be submitted to apply for this Job Posting. A completed copy of the Application Packet listing must be included, when submitting your application in hard copy.

#### Address for Mailing Application Packages

You may mail your application and any applicable or required documents to:

California Correctional Health Care Services  
Attn: Michele Hughes  
Executive Recruitment and Selection  
PO Box 588500, D-1, Personnel  
Elk Grove CA, 95758

#### Address for Drop-Off Application Packages

You may drop off your application and any applicable or required documents at:

Michele Hughes  
Executive Recruitment and Selection  
8280 Longleaf Drive, Building D-1  
Elk Grove CA, 95758  
08:00 AM - 05:00 PM

#### Required Application Documents

Please submit the following items with your application. Applicants who do not submit the required items timely may not be considered for this job:

- State Examination/Employment Application STD Form 678. All Experience and Education relating to the Minimum Qualifications listed on the Classification Specification should be included to demonstrate how you meet the Minimum Qualifications for the position.
- Statement of Qualifications -  
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.
- Statement of Qualifications -  
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.
- Statement of Qualifications -  
The Statement of Qualifications should not exceed three pages in length nor be less than 12 font.
- Statement of Qualifications -  
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.
- Other - A resume must be submitted, 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.

Applicants requiring reasonable accommodations for the hiring interview process must request the necessary accommodations if scheduled for a hiring interview. The request should be made at the time of contact to schedule the interview. Questions regarding reasonable accommodations may be directed to the EEO contact listed on this job posting.

#### **Examination Qualification Requirements**

This position requires an examination to be appointed. Applicants must meet the Minimum Qualifications for the Position in order to compete in the examination.

All applicants must possess the knowledge and abilities, and any other requirements, described in this announcement.

Note: Eligibility to take a CEA examination does not require current permanent status in the civil service.

#### **General Qualifications**

State civil service employees must possess essential general qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

#### **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:

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; personnel management techniques; the department's or agency's Affirmative Action Program objectives; and a manager's role in the Affirmative Action Program.

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; prepare and review reports; and effectively contribute to the department's or agency's affirmative action 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 Qualifications**

In addition to evaluating each candidate's relative ability, as demonstrated by quality and breadth of experience, the following factors will provide the basis for competitively evaluating each candidate:

Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management.

Strong leadership skills and demonstrated ability to think strategically and function effectively as a member of a top management team. Strong management skills, particularly in the area of policy and program direction and the demonstrated ability to monitor workloads and accomplish stated objectives.

Demonstrated experience in the administrative or executive capacity with responsibility for policy development and program administration.  
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### Examination Information

If you meet the requirements stated in this announcement, you may take this competitive examination. Possession of the Examination Qualifications requirements does not assure a place on the eligible list. Your performance in the examination will be compared with the performance of others who take this examination, and all successful candidates will be ranked according to their scores.

A minimum rating of 70% must be attained in the Examination to obtain list eligibility for this position. All candidates will receive written notification of their examination results.

The results of this examination will be only be used to fill this position. Applications will be retained for twelve months.

Hiring interviews for the Job may be conducted with the most qualified candidates.

The examining Department 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.

### Special Testing Arrangements

If you have a disability and need special testing arrangements, answer the Reasonable Accommodations question appropriately on your Application (STD 678). You will be contacted to make specific arrangements. Questions regarding reasonable accommodations may be directed to the EEO contact listed on this announcement.

### Contact Information

The Hiring Unit Contact is available to answer questions regarding the position or application process.

- **Hiring Unit Contact:**

Michele Hughes  
(916) 691-5790  
Michele.Hughes@cdcr.ca.gov

- Please direct requests for Reasonable Accommodations to the interview scheduler at the time the interview is being scheduled. You may direct any additional questions regarding Reasonable Accommodations or Equal Employment Opportunity for this position(s) to the Department's EEO Office.

**EEO Contact:**

EEO Coordinator  
(916) 691-6035  
CCHCS\_Disability\_Management\_Unit@cdcr.ca.gov

- California Relay Service: 1-800-735-2929 (TTY), 1-800-735-2922 (Voice) TTY is a Telecommunications Device for the Deaf, and is reachable only from phones equipped with a TTY Device.