



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:	Wednesday, January 21, 2015
POSITION TITLE:	Associate Director, Fiscal Management	FINAL FILING DATE:	Tuesday, February 3, 2015
CEA LEVEL:	CEA A	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 6,296.00 - \$ 9,051.00 / Month	BULLETIN ID:	01212015_10

POSITION DESCRIPTION

Under the direction of the Deputy Director, Resource Management Branch, the incumbent serves as the chief budget officer to the Deputy Director. The incumbent has full responsibility and accountability for the planning, organization, direction, and oversight of the Fiscal Management Division for California Correctional Health Care Services' Medical Programs. The incumbent oversees budgetary management and related budget policy and process for all aspects of the Receiver's administrative and medical programs on a statewide basis. The incumbent provides management, policy formulation, guidance, consultation, applies laws, rules, regulations, and policy to ensure budget responsibility. The incumbent oversees the administration's budgetary development, budget issues, budgetary reporting, and responds to questions from the Office of the Receiver and Department of Finance.

Duties include, but are not limited to:

The Associate Director reports directly to the Deputy Director, Resource Management Branch and provides program management and related policy and processes to all aspects of budget management of the Receiver's administrative and medical programs for headquarters and 35 institutions. The Associate Director is a member of the management team and is responsible for providing values-based leadership, direction, support, and oversight to the budget analysts who manage the budgetary development, budget issues, and budgetary reporting. The Associate Director oversees the development of a training plan for budget analysts in the field and at headquarters. The Associate Director works closely with and advises management staff on budgetary related matters concerning issues of significant policy impact to ensure operational effectiveness and standardization.

The Associate Director manages and directs the oversight of the Receiver's administrative and

medical budgetary services, which is a highly complex statewide program requiring expertise in the knowledge of procedures and applicability of laws, rules, regulations, and policy to ensure budget responsibility and integrity in all phases of business transactions. The Associate Director is responsible for the development and implementation of budget policies, determines the budgetary requirements needed to account for new laws and regulations, ensures compliance of budgetary records as its highest level and provides oversight for revenues, expenditures, and acquisitions. Provides day-to-day policy decisions and serves as the primary management liaison between the Department and the appropriate control agencies, Department of Finance, Joint Legislative Budget Committee, Bureau of State Audits, Legislature, Legislative Analyst's Office, and institutions on all budget policy matters.

The Associate Director manages all activities related to the Department's budget. The Associate Director oversees the allotment and expenditure allocations statewide. The Associate Director provides oversight, direction, and departmental position for the planning, development, and implementation of the annual budget for the Receiver's administrative and medical programs. The Associate Director coordinates activities of the executive staff, managers, supervisors, and staff in the preparation of the budget to ensure the budget is prepared based on the goals and objectives of the Department. The Associate Director directs staff in the preparation of the budget concept papers, FSRs/BCPs for the Receiver's administrative and medical programs and ensures that all BCPs are tracked through the entire budget process and implemented upon approval. The Associate Director serves as the primary management advisor to the Deputy Director and may prepare and testify at the legislative budget hearings.

The Associate Director formulates performance measurements, goals, and objectives. Evaluates the managers' performance, develops and maintains individual development plans, completes timely probationary reports and adheres to the State's progressive disciplinary policy. The Associate Director makes informed and defensible administrative and personnel management decisions in accordance with Department and State policies, employment laws, civil service rules, and collective bargaining agreements.

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)

Experience at the managerial level in strategic planning, performance measurement, benchmarking, and organizational development.

Experience at the managerial level developing departmental budgets within the state budget process.

Experience at the managerial level presenting program issues before various control agencies, the Legislature, client organizations, interest groups and/or the public.

Demonstrated ability to apply new ways of thinking, solving problems, creating new ideas and developing new approaches to achieve the Department's mission.

Experience at the managerial level in leadership of a large, multi-functional organization utilizing matrix management and/or integrated teams.

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, Fiscal Management**, 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 and may be used to fill subsequent vacancies for this position for a period of up to twelve months.

The examination process will consist of an evaluation of your application and statement of qualifications by a screening committee. The desirable qualifications and position description listed on the bulletin will be used as the evaluation criteria. It is important that you provide specific information and examples on how your experience, education, training, knowledge, skills, and abilities are applicable to the evaluation criteria, 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 must submit:

- A Standard State Application (Form 678) that clearly addresses your experience and job titles, names and addresses of employers, periods of employment, and education relevant to the Minimum Qualifications listed above. Including a resume is optional.
- 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 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 and Statement of Qualification material described in the Filing Instruction section

of this announcement.

Applications must be submitted by the final filing date to:

CALIFORNIA CORRECTIONAL HEALTH CARE SERVICES, Executive Recruitment and Selection

Attn: Debbie Berman; Building D P.O. Box 588500 , Elk Grove, CA 95758

Debbie Berman | (916) 691-0293 | Debbie.Berman@cdcr.ca.gov

ADDITIONAL INFORMATION

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](#)