



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, August 5, 2015
POSITION TITLE:	Associate Director, Human Resources	FINAL FILING DATE:	Tuesday, August 18, 2015
CEA LEVEL:	CEA A	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 6,453.00 - \$ 9,277.00 / Month	BULLETIN ID:	08042015_1

POSITION DESCRIPTION

Under the general direction of the Assistant Deputy Director, Human Resources, the Associate Director, Human Resources (HR) has responsibility for the development, review, modification, monitoring, and implementation of policies, standards, and practices for the HR functions. The Associate Director provides direct oversight to classification and pay, front reception, disability management, transactions, compliance and oversight, benefits, executive recruitment and selection, selection services, certification, and workforce development.

Duties include, but are not limited to:

Provides and directs the uniform implementation of departmental policies and procedures impacting HR operations. Works closely with key California Correctional Health Care Services (CCHCS) and Department of Corrections and Rehabilitation staff, and control agencies to expeditiously and effectively identify, select, secure, and retain appropriate staffing levels within the Health Care Delivery System statewide in order to provide adequate delivery of care. Serves as key advisor and facilitator to Health Care management and staff regarding HR related issues.

Plans, organizes, and directs the HR functions as they relate to the delivery of health care. Ensures legal compliance, policy development, implementation, and sound management of HR. Provides direct oversight to classification and pay, front reception, disability management, transactions, compliance and oversight, benefits, executive recruitment and selection, selection services, certification, and workforce development.

Ensures that court orders, decisions, and directives of the Federal Court Receiver are effectively carried out by establishing and implementing new policies and procedures, and providing technical direction to the CCHCS HR staff statewide. Effectively recommends broad-reaching systemic

change that results in sustainable solutions which overcome practical and legal barriers impeding efficient and responsive personnel management necessary for the delivery of quality medical care.

Develops and implements a HR training and monitoring program to ensure HR staff are consistently equipped with the knowledge and abilities to ensure expeditious hiring and provide excellent customer services in the area of HR. As required, serves in an acting capacity in the Assistant Deputy Director's absence.

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)

Broad and extensive experience in a management function involving diverse personnel services in numerous program areas.

Experience in the formulation and implementation of procedures, policies, and programs related to functions involving hiring, benefits administration, and personnel management.

Demonstrated ability in planning, organizing, and directing a large program, and ensuring successful functionality with stakeholders.

Experience in providing executive level advice and consultation to Department management, Federal Court Receiver's Office, and/or control agencies regarding the establishment of new positions and/or classification, recruitment, selection, and retention of staffing levels necessary to provide adequate delivery of medical care, including resolution of technical and procedural issues.

Experience in personnel management and leadership which demonstrates the ability to plan, organize, and direct multi-disciplinary staff, and knowledge of appropriate techniques in the areas of establishing partnerships, customer services, training, motivating staff, recognition and progressive discipline; and a manager's role in contributing to and achieving an equal employment opportunity workplace.

Ability to analyze complex problems and recommend effective courses of action; make independent, sound, ethical decisions regarding highly sensitive matters; and maintain confidentiality.

Ability to communicate effectively, both orally and in writing with legislators, local government jurisdictions, the executive branch, institutional and program staff, external stakeholders, and professional groups.

Supervisory/administrative experience in a managerial capacity at least equivalent to a Staff

Manager III, including the execution and or/evaluation of program policies. Experience which demonstrates the ability to implement HR 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, Human Resources**, 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 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 listed above must submit:

- **APPLICATION MATERIALS MUST BE RECEIVED BY 5:00 P.M. PST ON TUESDAY, AUGUST 18, 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@cdcr.ca.gov

ADDITIONAL INFORMATION

APPLICATION MATERIALS MUST BE RECEIVED BY 5:00 P.M. PST ON TUESDAY,
AUGUST 18, 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](#)