



CALIFORNIA CORRECTIONAL HEALTH CARE SERVICES CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. 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:	Friday, July 25, 2014
POSITION TITLE:	Associate Director, Health Care Planning	FINAL FILING DATE:	Thursday, August 7, 2014
CEA LEVEL:	CEA A	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 6,173.00 - \$ 8,874.00 / Month	BULLETIN ID:	07242014_1

POSITION DESCRIPTION

Under the administrative direction of the Director, Division of Health Care Services, the Associate Director, Health Care Planning is responsible for the planning, organization, monitoring and documentation of the Health Care Strategic Plan and the Operational Health Care Business Plan. The incumbent will provide executive leadership, formulate, modify, recommend, and implement policy, as well as oversee the administrative health care metrics for the Health Care Services program. The incumbent is a member of the Health Care Services Executive Team.

Duties include, but are not limited to:

The incumbent will serve as a key advisor who will formulate and make policy recommendations to the Director, Division of Health Care Services, Undersecretary of the California Department of Corrections and Rehabilitation (CDCR) and the Executive Team regarding all transitional and liaison issues that impact the program. The incumbent will liaison with the administrative functions in both the health care administrative areas and in CDCR, and oversee activities associated with the transition of the Receivership to ensure the successful transition of the health care administrative functions to the State. The incumbent will be responsible for developing metrics to gauge success and the progress of deliverables towards transition and to ensure that the administrative functions continue to perform at the levels set by the Receivership.

The incumbent will be responsible for serving as the liaison between the health care program and CDCR. This will entail coordinating and overseeing transition issues to ensure that the transition between the Receiver's Office and CDCR is successful. Issues that must be identified, resolved, and/or mitigated will be handled by this incumbent working collaboratively with the Director and CDCR. The incumbent will also be responsible for developing policies and procedures between the health care program and CDCR and will provide guidance and oversight as to how health care will interface with CDCR in compliance with existing laws, rules, and regulations, in alignment with professional and operational best practices, and in accordance with applicable provisions of the Receiver's Turnaround Plan of Action and the Transition Plan.

The incumbent will be responsible for the management of administrative functions within the Health Care Services program that interfaces with CDCR for the provision and delivery of services for the Mental Health and Dental Programs. This includes fiscal management, business services, contracts, and some field personnel work. The incumbent will develop policies and procedures to ensure that on-going operations and transition activities are in accordance with established laws, rules, and regulations, in alignment with professional and operational best practices, and in agreement with applicable provisions of the Receiver's Turnaround Plan of Action and the Transition Plan.

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)

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

Ability to communicate effectively, both orally and in writing, and to interact effectively with the Federal Court, the Governor's Office staff, Office of the Attorney General's legal staff, the Department of State Hospitals, the Department of Public Health, State Fire Marshall, and Office of Statewide Health Planning and Development, Legislators, law enforcement, and other governmental agencies, departmental managers, staff, and the public.

Experience in negotiation and coordination with outside stakeholders.

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.

Ability to provide leadership, oversight, and direction to multi-disciplinary teams.

Ability to develop and implement complex project plans, schedules, and budgets to ensure that projects are completed on time and within available resources.

Managerial/administrative experience in a leadership capacity, including the implementation and/or evaluation of program policies; the ability to communicate with Legislators, local government jurisdictions, community and civic leaders; and 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, Health Care Planning**, 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:

- 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, desirable qualifications, and information contained in the position description sections in this bulletin. 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 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 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

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 Long Leaf Drive, Suite 101, 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](#)