



California Correctional Health Care Services

**CAREER EXECUTIVE ASSIGNMENT
JOB EXAMINATION ANNOUNCEMENT**

JC-29035 - Chief Support Executive - Career Executive Assignment Level A (Statewide)

Final Filing Date: Until Filled

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-29035
Position #(s):	042-213-7500-xxx
Working Title:	Chief Support Executive - Career Executive Assignment Level A (Statewide)
Classification:	C. E. A. \$8,170.00 - \$9,277.00 A
# of Positions:	1
Work Location:	Sacramento County
Job Type:	Career Executive Assignment - Non Tenured, Full Time

Job Description and Duties

Positions exist statewide; however, vacancies may not exist at all 35 locations.

The Chief Support Executive (CSE) for Health Care Services (Medical, Mental Health, and Dental) under the direction of the Chief Executive Officer (CEO), Health Care, is responsible for carrying out the administrative and support functions of Health Care Services. In this capacity, the incumbent is the operational policy advisor

to the institution CEO, for Health Care Services and is responsible, directly or indirectly, for allied health services, plant operations, fiscal services, budgets, contracts, and procurement. The CSE will also serve as the CEOs' liaison with institution, regional, and/or headquarters (HQ) human resources (HR) and information technology/information systems staff.

Ensures local policies and procedures are consistent with statewide Health Care Services policies; leads Health Care Services managers in developing local policies and procedures; works with local and HQ managers to identify and resolve gaps between policy expectation feasibility and local procedure implementation.

Directs all administrative functions, including but not limited to budgets, contracts, and procurement for the institution Health Care Services, institution CEO; implements the Receiver's, or designee's, as well as the Director, Division of Health Care Services' (DHCS) and CEO's directives and decisions relating to administrative and support operations.

Liaison with institution, regional, and/or HQ managers including but not limited to custody, plant operations, warehouse, return to work coordinator, labor relations specialist, HR, information technology/information systems, and employee relations officer to achieve program and policy goals of the Receiver, or designee, and Director, DHCS relating to administrative and support operations of the institution Health Care Services and assists managers by providing administrative support in carrying out their respective missions.

Assists the institution's CEO in formulating short and long range goals as well as readiness assessments for compliance audits and inspections from various internal and external entities; identifies barriers and opportunities for improved efficiency through program evaluation, data gathering and analysis, and cost benefit analysis; recommends necessary changes to laws, rules, regulations, policy and procedures; and monitors compliance with all laws, rules, regulations, and policies related to institutional Health Care Services.

As required, serves in an acting capacity in the CEO's absence. Other duties as required.

For a listing of the Desirable Qualifications (DQ) for this position, refer to the DQ section of this job examination announcement.

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: Until Filled

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: Melinda Martinez
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:

Melinda Martinez
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 four 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.
- Other - **Upon receipt of your application materials, the Executive Recruitment and Selection Unit will contact you for your work location preferences.**

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.

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 equal employment opportunity objectives; and a manager's role in the equal employment opportunity 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 Legislative 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 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 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:

When writing your Statement of Qualifications you must provide specific information and examples that demonstrate how your experience, education, knowledge, skills and/or abilities meet the DQs.

In addition for each of the 7 DQs listed below, describe the scope of the issue, your involvement, and the results of your actions.

1. Describe in detail your experience at a manager level where you were responsible for a wide range of programs or services. You must state how many years of managerial experience you possess.
2. Describe your leadership skills and provide examples of your ability to think strategically and function effectively as a member of an executive management team.
3. Describe your knowledge of the state of California or other complex health care organizations' operations, administrative, personnel, and budgetary procedures. Include your knowledge of current management trends, including customer service and business organization.
4. Describe a large project you managed through implementation where you analyzed and developed complex project plans and budgets to ensure the project was completed on time and within available resources.
5. Describe your knowledge of health program administration, including quality management, policy development, program planning, electronic health records and patient safety.
6. Describe your ability to gain the confidence and support of executive leadership and provide effective advice on a wide range of administrative and operational matters and policies.
7. Describe your ability to collaborate with others to achieve mutual goals and meet the organization and external stakeholders' strategic goals and objectives.

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:**
Melinda Martinez
(916) 691-2364
melinda.martinez@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.