



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:	Wednesday, October 29, 2014
POSITION TITLE:	Chief Support Executive (Various Locations)	FINAL FILING DATE:	Wednesday, November 26, 2014
CEA LEVEL:	CEA A	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 6,296.00 - \$ 9,051.00 / Month	BULLETIN ID:	10242014_2

POSITION DESCRIPTION

****For a listing of the institutions where these positions will be located, please refer to the "Filing Instructions" section of this announcement on page 4****

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.

Duties include, but are not limited to:

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.

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)

1. Three years of experience at a manager level responsible for a wide range of programs or services.
2. Knowledge of principles and practices of the California Correctional Health Care Services organization including its mission, goals, functions, and policies.
3. Knowledge of the State administrative, personnel, and budgetary procedures, and current management trends, including customer service, business organization and operations, and project management.
4. Strong leadership skills and demonstrated ability to think strategically and function effectively as a member of a management team.
5. Ability to analyze, develop, and implement complex project plans and budgets to ensure that projects are completed on time and within available resources.
6. 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. Knowledge of health program administration, including quality management, policy development, program planning, and implementation.

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 **Chief Support Executive (Various Locations)**, 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 a Standard State Application (Form 678), resume, and Statement of Qualifications evaluation. The Statement of Qualifications will be used to evaluate your education and experience as it relates to the minimum qualifications, desirable qualifications, position description, knowledge, skills, and abilities, and may 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. Therefore, it is to your advantage to invest the time and effort to completely describe your education, experience, knowledge, skills, and abilities.

All candidates will be ranked competitively and notified of examination results. The results of this examination may be used only to fill subsequent vacancies in this position within the next twelve months. A minimum rating of 70% must be attained to obtain list eligibility. However, CALIFORNIA CORRECTIONAL HEALTH CARE SERVICES may elect to consider new applicants in addition to those previously screened.

A screening committee will independently evaluate each applicant's experience, education, knowledge, skills, and abilities for the position against specific job-related criteria developed from the Desirable Qualifications and Position Description. Therefore, it is critical that each applicant include specific information in the Statement of Qualifications on how his/her experience, education, knowledge, skills, and abilities meet the Desirable Qualifications. (Hiring interviews may be conducted with only the most qualified candidates if it is determined necessary in order to make a selection.)

Failure to submit your Statement of Qualifications will result in your disqualification from this examination process.

FILING INSTRUCTIONS

Interested applicants who meet the minimum qualifications must submit:

- 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 listed above.
- The Desirable Qualifications on the Statement of Qualifications **MUST** be addressed and numbered in the same order as is listed on the bulletin. You must provide specific examples.
- A Statement of Qualifications is a narrative discussion of how the candidate's education, experience, knowledge, skills, and abilities meet the Minimum and Desirable Qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and individually discuss the seven (7) Desirable Qualifications provided above.
- The Statement of Qualifications should not exceed four 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.

In addition to your Statement of Qualifications, please attach a page entitled "Work Location Preferences" and indicate at which of the following institutions you are interested in working in a Chief Support Executive assignment. California State Prison has been abbreviated to CSP. Failure to include this information will result in your disqualification from this examination process.

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

Northern Region Work Locations:

- California Correctional Center - Susanville, Lassen County / High Desert State Prison - Susanville, Lassen County
- California Health Care Facility - Stockton, San Joaquin County
- California Medical Facility - Vacaville, Solano County
- CSP, San Quentin - San Quentin, Marin County
- CSP, Solano - Vacaville, Solano County
- CSP, Sacramento - Represa, Sacramento County
- Deuel Vocational Institution - Tracy, San Joaquin County / Sierra Conservation Center - Jamestown, Tuolumne County
- Folsom State Prison - Represa, Sacramento County
- Mule Creek State Prison - Ione, Amador County
- Pelican Bay State Prison - Crescent City, Del Norte County

Central Region Work Locations:

- Avenal State Prison - Avenal, Kings County / Pleasant Valley State Prison - Coalinga, Fresno County
- California Men's Colony - San Luis Obispo, San Luis Obispo County
- California Substance Abuse Treatment Facility - Corcoran, Kings County
- Central California Women's Facility - Chowchilla, Madera County / Valley State Prison - Chowchilla, Madera County
- Correctional Training Facility - Soledad, Monterey County
- CSP, Corcoran - Corcoran, Kings County
- Kern Valley State Prison - Delano, Kern County
- North Kern State Prison - Delano, Kern County
- Salinas Valley State Prison - Soledad, Monterey County

Southern Region Work Locations:

- California City Correctional Facility - California City, Kern County / California Correctional Institution - Tehachapi, Kern County
- California Institution for Men - Chino, San Bernardino County
- California Institution For Women - Corona, San Bernardino County / California Rehabilitation Center - Norco, Riverside County
- Calipatria State Prison - Calipatria, Imperial County / Centinela State Prison - Imperial, Imperial County
- Chuckawalla Valley State Prison - Blythe, Riverside County / Ironwood State Prison - Blythe, Riverside County
- CSP, Los Angeles - Lancaster, Los Angeles County
- Richard J. Donovan Correctional Facility - San Diego, San Diego County
- Wasco State Prison - Wasco, Kern County

Interested applicants must submit:

- Application, resume, Statement of Qualifications, and work location preferences 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

ATTN: Melinda Martinez P.O. Box 588500, D1 Personnel, Elk Grove, CA 95758
Melinda Martinez | 916-691-2364 | Melinda.Martinez@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, Elk Grove, CA.

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 their 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](#)