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« Job Posting

CALIFORNIA CORRECTIONAL
HEALTH CARE SERVICES

California Correctional Health Care Services

CAREER EXECUTIVE ASSIGNMENT
JOB EXAMINATION ANNOUNCEMENT

JC-26087 - Deputy Director, Resource Management Branch - CEA Level B

Final Filing Date:8/23/2016

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-26087
Position #(s):	042-100-7500-002
Working Title:	Deputy Director, Resource Management Branch - CEA Level B
Classification:	C. E. A.

$6,453.00 - $14,409.00
The salary range for the Deputy Director, Resource Management Branch - CEA Level B is $9,428 - $10,703.

# of Positions:	1
Work Location:	Sacramento County
Job Type:	Career Executive Assignment - Non Tenured, Full Time

Department Information

California Correctional Health Care Services was created to restore a constitutional level of health care for more than 100,000 inmates in California's correctional facilities. Providing quality care for people who previously had no voice in their own care is a noble cause and epic in scope. It requires individuals with an exceptional dedication to their profession and their patients.

Job Description and Duties

THIS IS A RE-ADVERTISEMENT. Applicants who previously applied via the Job Bulletin posted on 7/7/16, need not reapply.

Under the direction of the Director, Health Care Policy and Administration, the Deputy Director, Resource Management Branch (RMB) has full responsibility and accountability for the overall planning, organization, direction, and executive management of resource management functions including fiscal and budgets, health care invoicing data and provider services, human resources, and labor relations, performance management, and staff development. The incumbent will provide innovative program development and administration, and cross-program coordination among the various resource management functions. The incumbent will provide executive leadership and management, policy formulation, guidance, consultation, oversight, administration, technical assistance, and interpretation of administrative standards, laws, rules, and regulations; and respond to questions from and provide information to the Office of the Receiver.

Serves as the chief policy maker for the RMB programs who are responsible for the resolution of complex issues that cross program areas; identifies causes of issues and makes critical and timely decisions; modifies and implements policies and procedures that carry out mission critical objectives.

Develops the infrastructure, staff, and management capacity to carry out the Branch's mission by developing challenging but achievable goals to solve problems and accomplish established goals. Finds or creates ways to measure performance against goals. Ensures program activities support the California Correctional Health Care Services' (CCHCS) overall goals and objectives designed to provide constitutionally acceptable health care to inmate-patients.

Oversees the development of project deliverables; notices trends and develops plans to prepare for opportunities or resolve problems. Anticipates consequences of situations and plans accordingly, serving as the spokesperson responsible for communication on project and program strategy, benefits, direction, issues, and status.

Establishes and maintains cooperative working relations between the Branch and its clients, the legislature, members of the administration, and internal and external stakeholders; recognizes the concerns and perspectives of others, and provides assistance and support to others in the development of collaborative networks. Represents the Branch at meetings and functions where policy decisions are required; follows through on commitments, and respects concerns shared by others.

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: 8/23/2016

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: Judy Hernandez
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:

Judy Hernandez
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 -
  - **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.**
- 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 job description and duties 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 three pages in length nor be less than size 12 font.
- 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.

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.

Examination Qualification Requirements

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.

Minimum Qualifications

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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:

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 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:

- Strong management and leadership skills, particularly in the areas of policy and program direction and project management, and demonstrated ability to think strategically and function effectively as a member of the management team, monitor workloads, and accomplish stated objectives.

- Supervisory/administrative experience in an executive capacity with responsibility for policy development and program administration.

- Well-developed oral, written, and interpersonal skills. Demonstrated abilities in communication and negotiating skills and experience in presenting issues before a wide range of audiences including a broad or similar body; and ability to develop cooperative working relationships with representatives of all levels of government and the public; communicate effectively with individuals and in large and small groups, including presentations to stakeholders, executive leadership, State executives and other governmental agencies.

- Experience 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.

- Knowledge of CCHCS' organization, goals, functions and policies; and an understanding of State administrative, legislative and budgetary procedures, and current management trends, including customer service, business organization and operations, and project management.

Examination Information

The examination process will consist of an evaluation of your application and statement of qualifications by a screening committee. The desirable qualifications and the job description and duties 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.)

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:**
  Judy Hernandez
  (916) 691-0347
  Judy.Hernandez@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.

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Application Methods

You can apply for this job via the following method(s):

- By Mail
- Drop-off

Alternate Application Process

While we recommend that you utilize your CalCareer Account to take advantage of all the tools available, you may choose to apply for this job without using your account. In this case, print and complete the Job Application Package Checklist and include it if you submit a hard copy application.

Job Application Package Checklist

Blank Application Form (STD 678)

Additional Documentation

Class Specification(s):

- C. E. A.

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