



## 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.

<b>DEPARTMENT:</b>	CALIFORNIA CORRECTIONAL HEALTH CARE SERVICES	<b>RELEASE DATE:</b>	Thursday, December 22, 2011
<b>POSITION TITLE:</b>	Deputy Director, Employee Relations and Training Services	<b>FINAL FILING DATE:</b>	Until Filled
<b>CEA LEVEL:</b>	CEA 2	<b>EXTENDED FINAL FILING DATE:</b>	
<b>SALARY RANGE:</b>	\$ 7,815.00 - \$ 8,616.00 / Month	<b>BULLETIN ID:</b>	12122011_2

### POSITION DESCRIPTION

Under the general direction of the Director, Administration Support, California Correctional Health Care Services (CCHCS), who reports to the Federal Court Receiver's Office, the Deputy Director, Employee Relations and Training Services has statewide leadership responsibility for the development, review, modification, monitoring, and implementation of policies, standards, and practices for the human resources functions related to employee relations, performance management, occupational health programs in relation to the adequate delivery of medical care under the auspices of the Federal Receivership.

Duties include, but are not limited to:

Works closely with key CCHCS and California Department of Corrections and Rehabilitation (CDCR) staff, and control agencies, in developing and implementing an effective, expeditious, and robust employee services function to provide employee and employer services in the areas of performance management, Workers' Compensation management, return to work, and reasonable accommodation. Establishes policy, procedure and training within CCHCS and across CDCR program disciplines related to the consultation, strategic planning, technical assistance, and guidance for Employee Relations and Occupational Health Services functions. Represents the executive leadership before the State Personnel Board, Department of Personnel Administration, State Compensation Insurance Fund, Cal-Osha, Public Employees Retirement System, and state employee union groups.

Plans, organizes, monitors and ensures human resources policy adherence to laws, rules, regulations, and human resources policies in the delivery and consumption of performance management, disability management and occupational health services services across the 33 adult institutions, California Health Care Facility (CHCF) and within headquarters. Serves as a subject matter expert, key advisor, and the facilitator for the development, implementation, review, and update of policy and protocols related to program activities. Establishes policies and plans, organizes and directs the human resource related activities associated with this position and other program expansions.

Serves as key advisor and facilitator to Health Care management and staff regarding human resource-related issues under their jurisdiction. Establishes and maintains cooperative working relationships between Human Resources and its clients, executive leadership, and representatives of the CDCR. Maintains cooperative working relationships with Chief Executive Officers in each of the 33 institutions statewide relative to Employee Services' programs, practices, projects, and expectations. Identifies and establishes best practices on new and improved technologies, policies, and procedures designed to increase efficiencies, reduce cost, increase the level of service to client agencies and internal customers, and to ensure proper integration across all Human Resources programs.

Ensures that court orders, decisions, and directives of the Federal Receiver are effectively carried out by establishing and implementing new policies and procedures, and providing technical direction related to performance management, disability management and occupational health functions on a statewide basis. 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 in the 33 adult institutions and the CHCF.

Ensures customer service driven philosophy to respond to the needs of the organization. Trains, monitors and develops staff. Develops and oversees an integrated staff development program to develop the knowledge, skills and abilities of assigned staff to ensure successful job performance. Provides management oversight and evaluates direct reports on completion of their administrative responsibilities; develops and updates duty statements as needed, establishes performance expectations, completes individual development plans annually, completes probationary reports on a timely basis, and other performance management activities including adherence to the State's progressive discipline policy including taking corrective or disciplinary action as necessary. Ensures branch management makes informed and defensible personnel management decisions in accordance with department and State policies, personnel-related laws, civil service rules, and collective bargaining agreements. Effectively contributes to the department's equal employment opportunity objectives. Manages branch budget preparation and expenditure control including position management activities and management of vacancies. Ensures that Unit Managers are doing their part to facilitate communication throughout division. Ensures that appropriate measures are taken when issues and problems arise in the administrative arena. Responsible for succession planning within own branch.

## **MINIMUM QUALIFICATIONS**

Applicants must meet the following minimum qualifications:

### **Either I**

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

### **Or II**

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

### **Or III**

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in

Government Code § 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 § 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 1.** Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

**CEA Levels 2 and 3.** Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

**CEA Levels 4 and 5.** Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA

position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

### **DESIRABLE QUALIFICATION(S)**

- Broad and extensive experience in a management function involving diverse personnel services in numerous program areas.
- Demonstrated experience in a managerial capacity with responsibility for program administration and policy development.
- Experience in the formulation and implementation of procedures, policies, and programs related to functions involving performance management, and disability management (e.g., Workers' Compensation, Return to Work, and Reasonable Accommodations functions).
- Demonstrated ability in planning, organizing, and directing a large program, and ensuring successful functionality with stakeholders.
- Experience that demonstrates the ability to represent the department and communicate effectively, both orally and in writing providing executive level advice and consultation to Department management, Federal Court Receiver's Office, and/or control agencies regarding Human Resource initiatives, issues, and recommendations.
- 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 service, motivating staff, recognition and progressive discipline; and a manager's role in contribution to and achieving an equal employment opportunity workplace.
- Knowledge and skill in directing multiple facets of effective human resources management (e.g., policy and project services, workers' compensation, and health and safety).
- Ability to analyze complex problems and recommend effective courses of action; make independent, sound, ethical decisions regarding highly sensitive matters; and maintain confidentiality.
- Supervisory/administrative experience in a managerial capacity at least equivalent to a Staff Manager II, 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 **Deputy Director, Employee Relations and Training Services**, 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 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 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 is the only 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**

- 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.
- A Statement of Qualifications that describes your experience, knowledge, and abilities as they relate to the information contained in the position description and desirable qualifications sections that are identified 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, Selection Services  
P.O. Box 4038, Suite 350, Sacramento, CA 95812-4038  
Molly Roman | (916) 322-0088 | Molly.Roman@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 501 J Street, Lobby Drop Box, Sacramento, 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:** <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>