



CALIFORNIA CORRECTIONAL HEALTH CARE SERVICES CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation. 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, September 18, 2015 |
| POSITION TITLE: | Mental Health Administrator, CEA (Safety) | FINAL FILING DATE: | Thursday, October 1, 2015 |
| CEA LEVEL: | Mental Health Administrator, CEA (Safety) (9249) | EXTENDED FINAL FILING DATE: | |
| SALARY RANGE: | \$13,740.00 - \$14,708.00 / Month | BULLETIN ID: | 09112015_4 |

POSITION DESCRIPTION

Please note: Applicants who are NOT current California state civil service employees with permanent civil service status, nor employees of the California Legislature for two or more consecutive years, please refer to Bulletin ID 09182015_6.

Candidates appointed to the Mental Health Administrator, CEA (Safety) classification will be appointed with at-will tenure.

Regional Operations:

Under the general direction and coordination with the Deputy Director, Division of Health Care Services (DHCS), the Mental Health Administrator, Regional Operations is responsible for the oversight and implementation of all aspects of the Mental Health Services Delivery System (MHSDS) within a region spanning multiple institutions within the California Department of Corrections and Rehabilitation (CDCR) adult institutions. The Mental Health Administrator, Regional Operations will perform a broad scope of duties and provide clinical structure and guidance for mental health care services delivered to CDCR inmates. Moderate travel is required.

Duties include, but are not limited to:

Participate as a member of the DHCS management team. Assist in planning, developing, and implementing the annual strategic plan. Assist to achieve statewide compliance with the Coleman court order and work to improve access to and quality of mental health services to inmates. Determine the MHSDS priorities, plans, policies, and goals. Communicate to executive leadership all critical program and policy issues in the field and assist in the positive resolution of these issues. Interface with executives from DHCS, California Correctional Health Care Services (CCHCS),

CDCR, court monitors, department managers, staff, and executives from Department of State Hospitals (DSH). Advise executive management of opportunities to reduce barriers that obstruct effective implementation of the MHSDS.

Consult and advise staff from the field on mental health program strategic plan, priorities, goals, policies, and procedures. Provide direct or indirect supervision of various clinical and administrative staff such as the Chief Psychologist, CF; Senior Psychologist, Specialist, CF; Senior Psychologist, Supervisor, CF; and Clinical Psychologist, CF. Provide oversight of the identification of training and educational deficiencies and in acquiring the resources needed to address those needs. Evaluate and oversee the performance of various mental health staff, provide directives and recommendations to implement, standardize, and improve the MHSDS. Serve as consultant and resource for personnel issues as they arise.

In the state-level policy making process, provide critical subject matter expertise in the mental health care field and institutional knowledge as it applies to strategic planning and project management, assisting division executives in setting program and policy priorities, developing implementation plans that take into account the realities and limitations of field operations, and allocating resources to achieve the goals and objectives outlined in the strategic plan. Provide vital input into mental health care policy and program decisions. Ensure provisions of mental health services are compatible with community standards, legal mandates, and CDCR's goals. Oversee implementation of strategic goals and objectives of the MHSDS in the field and direct various mental health staff in clinical and clinical support areas. Ensure the mandates of the MHSDS are implemented and actualized in the standardized guidelines outlined in the program's policies and procedures.

Oversee quality control of delivery of mental health services to ensure program fidelity, identify problems and needs, and recommend changes and improvements. Provide information to court monitors and the chain of command.

Represent the Department in various matters related to mental health (e.g., respond to inmate lawsuits, subpoenas, and/or requests for information, testify as material witness, etc.) using departmental legal representation, professional knowledge and experience, electronic records, effective communication skills, coordination with Attorney General's Office, program guidelines, local and departmental policies and procedures, etc. as needed. Serve as Departmental consultant on all mental health litigation matters, including the Coleman Exit Team.

Communicate with Deputy Director of Mental Health and DHCS/headquarters as required with regard to program activation, policy implementation, compliance matters, and other special requests for information. Attend regional and statewide meetings, traveling as necessary. Provide management and oversight of personnel issues, corrective actions, and disciplinary matters. Perform special projects and other duties as assigned.

Clinical Operations and Support:

Under the general direction and coordination with the Deputy Director, DHCS, the Mental Health Administrator, Clinical Operations and Support is responsible for the oversight and implementation of all aspects of the MHSDS. The Mental Health Administrator, Clinical Operations and Support will perform a broad scope of duties and provide clinical structure and guidance for mental health care services delivered to CDCR inmates. Moderate travel is required.

Duties include, but are not limited to:

Participate as a member of the DHCS management team. Assist in planning, developing, and

implementing the strategic plan. Assist to achieve statewide compliance with the Coleman court order and work to improve access to and quality of mental health services to inmates. Determine the MHSDS priorities, plans, policies, and goals. Communicate to executive leadership all critical program and policy issues in the field and assist in the positive resolution of these issues. Interface with executives from DHCS, CCHCS, CDCR, court monitors, department managers, staff, and executives from DSH. Advise executive management of opportunities to reduce barriers that obstruct effective implementation of the MHSDS.

In the state-level policy making process, provide critical subject matter expertise in the mental health care field as it applies to strategic planning and project management, assisting division executives in setting program and policy priorities, developing implementation plans that take into account the realities and limitations of field operations, and allocating resources to achieve the goals and objectives outlined in the strategic plan. Provide vital input into mental health care policy and program decisions. Ensure provisions of mental health services are compatible with community standards, legal mandates, and CDCR's goals. Assist in the implementation of strategic goals and objectives of the MHSDS in the field and direct various mental health staff in clinical and clinical support areas. Ensure the mandates of the MHSDS are implemented and actualized in the standardized guidelines outlined in the program's policies and procedures.

Consult and advise staff from the field on mental health program strategic plan, priorities, goals, policies, and procedures. Provide direct or indirect supervision of various clinical and administrative staff such as the Chief Psychologist, CF; Senior Psychologist, Specialist, CF; Senior Psychologist, Supervisor, CF; and Clinical Psychologist, CF. Provide oversight to the mental health training unit, the identification of training and educational deficiencies, and in acquiring the resources needed to address those needs. Evaluate and oversee the performance of various mental health staff, provide directives and recommendations to implement, standardize, and improve the MHSDS. Serve as consultant and resource for personnel issues as they arise.

Represent the Department in various matters related to mental health (e.g., negotiate with bargaining units, respond to inmate lawsuits, subpoenas, and/or requests for information, testify as material witness, etc.) using departmental legal representation, professional knowledge and experience, electronic records, effective communication skills, coordination with Attorney General's Office, program guidelines, local and departmental policies and procedures, etc. as needed. Serve as Departmental consultant on all mental health litigation matters, including the Coleman Exit Team.

Oversee quality control of delivery of mental health services to ensure program fidelity, identify problems and needs, and recommend changes and improvements. Provide information to court monitors and the chain of command. Perform other duties as assigned.

Quality Management:

Under the general direction and coordination with the Deputy Director, DHCS, the Mental Health Administrator, Quality Management is responsible for the statewide, standardized implementation of the Department's Mental Health Programs in all CDCR institutions by providing oversight to all facets of the Quality Management Program and institution's compliance with Statewide MHSDS policies and standards. Some travel is associated with this position.

Duties include, but are not limited to:

Participate as a member of the DHCS executive team. Assist in planning, developing, and implementing the annual strategic plan. Assist to achieve statewide compliance with the Coleman court order and work to improve access to and quality of mental health services to inmates.

Determine the MHSDS priorities, plans, policies, and goals. Communicate to executive leadership all critical program and policy issues in the field and assist in the positive resolution of these issues. Interface with executives from DHCS, CCHCS, CDCR, court monitors, department managers, staff, and executives from DSH. Advise executive management of opportunities to reduce barriers that obstruct effective implementation of the MHSDS.

Oversee all mental health quality management and improvement activities statewide and advise the Department's executive leadership on quality management initiatives. Provide regular scrutiny and audit in coordination with the Mental Health Program Quality Management Program. Oversee program evaluation and needs assessment studies on training programs in order to determine their efficacy in meeting program guidelines and departmental needs. Attend and communicate the Department's Mental Health Quality Management initiatives to executives at DHCS, CDCR, CCHCS, court monitors, department managers, staff, and executives from DSH. Review quality improvement plans, determine overall performance trends, and communicate strengths and needs to executive leadership. Oversee reports provided to court monitors, department managers, staff, and executives from DSH. Provide input regarding the development of self-governance regulations, policy, and procedures.

Oversee the standardized development and maintenance of mental health related regulations, policies, procedures, and guidelines and subsequent implementation across institutions. Work collaboratively with other institutional department heads in the delivery of a comprehensive and integrated Mental Health Program. Coordinate program interface with other departments by maintaining close communication and attending executive staff meetings and other cross department meetings as required. Provide oversight and direction to the Field Quality Management programs regarding their processes, assistance, and interventions to improve institution compliance with MHSDS policies and procedures.

In the state-level policy making process, provide critical subject matter expertise in the mental health care field as it applies to strategic planning and project management, assisting division executives in setting program and policy priorities, developing implementation plans that take into account the realities and limitations of field operations, and allocating resources to achieve the goals and objectives outlined in the strategic plan. Provide vital input into mental health care policy and program decisions. Ensure provisions of mental health services are compatible with community standards, legal mandates, and CDCR's goals. Assist in the implementation of strategic goals and objectives of the MHSDS in the field and direct various mental health staff in clinical and clinical support areas. Ensure the mandates of the MHSDS are implemented and actualized in the standardized guidelines outlined in the program's policies and procedures.

Represent the Department in various matters related to mental health (e.g., negotiate with bargaining units, respond to inmate lawsuits, subpoenas, and/or requests for information, testify as material witness, etc.) using departmental legal representation, professional knowledge and experience, electronic records, effective communication skills, coordination with Attorney General's Office, program guidelines, local and departmental policies and procedures, etc. as needed. Serve as Departmental consultant on all mental health litigation matters, including the Coleman Exit Team.

Communicate with Deputy Director of Mental Health and DHCS/headquarters as required with regard to program activation, policy implementation, compliance matters, and other special requests for information. Attend regional and statewide meetings, traveling as necessary. Provide management and oversight of personnel issues, corrective actions, and disciplinary matters. Perform special projects and other duties as assigned.

POSITION INFORMATION

Positions exist at the following locations for the Regional Operations positions:

- Region I in Elk Grove, California, Sacramento County
- Region II in Fresno, California, Fresno County
- Region III in Bakersfield, California, Kern County
- Region IV in Rancho Cucamonga, California, San Bernardino County

The position exists at the following location for the Clinical Support and Operations position:

- Elk Grove, California, Sacramento County

The position exists at the following location for the Quality Management position:

- Elk Grove, California, Sacramento County

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a California civil service employee with permanent civil service status.

Or II

Must be an employee of the California Legislature for two or more consecutive years.

All Applicants Must Also Possess the Following:

Possession of a valid license as a Psychologist issued by the California Board of Psychology and possession of an earned Doctorate Degree in Psychology from an education institution meeting the criteria of Section 2914 of the Medical Board of California's Business and Professions Code.

And

Three years of experience as a licensed Psychologist working in a correctional setting such as a local jail or community based forensic treatment unit, at least one year of which must have been in an administrative, managerial, or supervisory capacity.

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: Organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; psychological theories and

research; principles, techniques, and problems in developing and coordinating a specialized psychological treatment program; principles, techniques, and trends in psychology; current trends in the field of mental health; principles of personnel management and supervision; a manager's responsibility in promoting equal opportunity in hiring and employee development and promotion, and maintaining a work environment that is free of discrimination and harassment.

(2) Ability to: Communicate effectively; plan, organize, and direct the work of professional and administrative staff; analyze administrative policies, organization procedures, and practices; oversee the development of standards of operations for mental health care activities; integrate the activities of a diverse statewide program to attain common goals; initiate and ensure the implementation of program improvements in a large mental health care program; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches; effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

DESIRABLE QUALIFICATION(S)

Extensive management experience, including proven ability to direct a team composed of members from diverse disciplines and perspectives in the development and implementation of a comprehensive program.

Experience in public administration, personnel management, and leadership, with the ability to motivate staff.

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

The ability to communicate effectively, both orally and in writing, and to interact effectively with Legislators, law enforcement, and other governmental agencies, advocacy groups, community and civic leaders, departmental managers, staff, and the public.

Experience in negotiation and coordination with outside stakeholders.

Broad and extensive experience in strategic planning and program evaluation.

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; and testify in court proceedings and negotiate proposed settlements.

Supervisory/administrative experience in a managerial capacity at least equivalent to a Chief Psychologist, CF or Senior Psychologist, CF.

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. Applications will be retained for twelve months.

The Results of this examination will be used to fill this position and may be used to fill subsequent vacancies for this position or other vacancies for this classification within the department, for a period of up to twelve months. The additional position title(s) are listed below:

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 examination announcement 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:

APPLICATION MATERIALS MUST BE RECEIVED BY 5:00 P.M. PST ON THURSDAY, OCTOBER 1, 2015.

- 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. A resume is optional.
- A Statement of Qualifications that describes your experience, knowledge, and abilities as they relate to the information contained in the position description, minimum qualifications, and desirable qualifications sections that are identified in this examination announcement. 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
Molly Roman | (916) 691-5874 | Molly.Roman@cdcr.ca.gov

ADDITIONAL INFORMATION

APPLICATION MATERIALS MUST BE RECEIVED BY 5:00 P.M. PST ON THURSDAY, OCTOBER 1, 2015.

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, Suite 101, Lobby Drop Box, Elk Grove, CA 95758.

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://calhr.ca.gov/state-hr-professionals/pages/9249.aspx>