



## 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.

<b>DEPARTMENT:</b>	CALIFORNIA CORRECTIONAL HEALTH CARE SERVICES	<b>RELEASE DATE:</b>	Friday, September 18, 2015
<b>POSITION TITLE:</b>	Regional Health Care Executive (Safety)	<b>FINAL FILING DATE:</b>	Thursday, October 1, 2015
<b>CEA LEVEL:</b>	Regional Health Care Executive (Safety) (7614)	<b>EXTENDED FINAL FILING DATE:</b>	
<b>SALARY RANGE:</b>	\$14,405.00 - \$17,394.00 / Month	<b>BULLETIN ID:</b>	09182015_7

### POSITION DESCRIPTION

Please note: Applicants who ARE current California state civil service employees with permanent civil service status, or employees of the California Legislature for two or more consecutive years, please refer to Bulletin ID 09102015\_5.

Candidates appointed to the Regional Health Care Executive (Safety) classification will serve a two-year limited-term (at will) appointment followed by a one-year probationary period.

Under the general direction of the Director, Health Care Operations, the Regional Health Care Executive (Safety) develops, directs, and controls implementation and quality assurance of the health care delivery system at a subset of institutions within an assigned region. The Regional Health Care Executive (Safety) provides structure and guidance for the health care programs delivered to patients incarcerated within the California Department of Corrections and Rehabilitation (CDCR) adult institutions; ensures that the provisions of health care services are in compliance with court mandates, State and Federal regulations, and are consistent with community standards, legal mandates, and the California Correctional Health Care Services (CCHCS) and CDCR strategic goals.

Duties include, but are not limited to:

Provides executive leadership to communicate and establish program goals and objectives. Coordinates all patient health care services within a region spanning multiple institutions and ensures that clinical practices comply with appropriate professional standards. Ensures institutions within the region have implemented an effective system that certifies competence to perform.

Assists in the implementation of State laws, rules and policies. Provides guidance, consultation,

oversight, and interpretation of CDCR and CCHCS regulations, standards, and operating procedures and ensures institutions comply with departmental and statewide directives. Ensures that the region's direction is clearly defined and aligned with the Turnaround Plan of Action to accomplish the Receiver's strategic goals.

Mentors and coaches Chief Executive Officers, Regional Medical, Nursing, Mental Health, Dental Executives, and health care delivery managers throughout the given region to ensure compassionate, safe, effective, timely, efficient and equitable patient-centered care. Assists in training and evaluating regional executives and recommends corrective and adverse action to the Director, Health Care Operations.

Analyzes complex problems and situations and implement effective solutions or take appropriate action to correct and/or remedy operational and organizational issues pertaining to health care delivery.

## POSITION INFORMATION

Positions exist at the following locations:

- 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

## MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

### **Either I**

Experience: In the California state service, one year of experience performing the duties of a Chief Executive Officer, Health Care (Safety).

### **And**

Education: Possession of a Master's Degree in Public Health, Health Administration, Medical Management, or a related field.

### **Or II**

Experience: Five years of experience in health care administration or medical management which must have included at least four years with responsibility for supervision of a broad variety of clinical, administrative, management and clinical support services in a setting comparable to those found within a large hospital, health maintenance organization, or other health care system.

### **And**

Education: Possession of a Bachelor's Degree in Public Health, Health Administration, Medical Management, or a related field.

## **KNOWLEDGE AND ABILITIES**

**Professional/technical expertise:** Is comprehensively knowledgeable of the most current information, techniques, practices, laws, and regulations of the field; has clear developmental record of formal and on-the-job acquisition of knowledge and skills of the occupation; uses knowledge and judgment in applying appropriate methods and techniques to ensure speed, quality, and consistency in work products; and handles the most challenging tasks requiring technical expertise.

**Customer and patient focus:** Shows interest in and understanding of the needs, expectations, and circumstances of internal and external customers and patients at the individual, group, or organizational level; explores options and pursues solutions to resolve issues of customers or patients; is responsive, pleasant, and professional; looks at the organization and its services from the customer's and patient's point of view; and seeks and uses customer and patient feedback to improve services or products.

**Teamwork:** Understands his/her role on the team, yet does whatever is needed to make the team successful; helps team members who need or ask for support or assistance; puts team results ahead of personal success; brings out the best in others on the team; and shares credit for group accomplishments.

**Valuing diversity:** Sees the benefit of having differing backgrounds and points of view in the workplace, and leverages those differences in group processes and decision making; and supports professional development and career opportunity equally for all.

**Managing performance:** Sets and aligns individual performance goals with the goals of the unit; involves employees in setting their performance goals; ensures employees have the means and skills to accomplish their goals; tracks and measures individual and unit performance; provides ongoing feedback; treats all employees in an objective and consistent manner; and intervenes to correct poor performance, following steps of progressive discipline.

**Leadership:** Creates a positive work environment in which all staff are motivated to do their best; ensures that clear, challenging, and attainable goals are set for a group and that these goals are aligned with the goals of the organization/department; ensures that the importance and benefits of goals and methods are understood and accepted by those who will carry them out; and conveys confidence and optimism in the group's ability to overcome obstacles and accomplish its goals.

**Planning and organizing:** Determines the logically necessary sequence of activities and the efficient level of resources needed to achieve a goal; recognizes and addresses the interdependencies of activities and resources; clarifies roles and responsibilities; anticipates problems and mitigates risks; and produces a realistic schedule of completion.

**Organizational savvy:** Understands the inner workings and interrelationships of the organization; knows whose support is needed to cut red tape; gets things done through formal channels and informal networks; maintains good working relationships with key players throughout the organization; and aligns and maneuvers organizational resources and internal politics skillfully to solve problems or accomplish goals.

**Process improvement:** Knows how to separate and combine activities into efficient workflow; benchmarks best practices in the industry; knows what to measure and how to measure it for tracking quality, quantity, schedule, resource utilization, and customer feedback; knows how to identify

process problems and opportunities for improvement and simplification; and leverages technology.

**Developing others:** Coaches others regardless of performance level; shows insight into causes of poor performance and how performance can be improved; shares knowledge and expertise willingly; offers on-going feedback, suggestions, and encouragement; acknowledges progress and growth; and supports others' career development plans.

**Managing change:** Understands the dynamics of organizational change; knows and guides the planning, process changes, role redefinition, retraining, incentive, and communication steps in transitioning from one organizational state to another; involves key stakeholders in planning and decision making; maintains a high level of communication about the reasons, benefits, opportunities, and difficulties of change; and encourages others and supports them through the transition.

**Strategic view:** Focuses on the future and where current trends will lead; understands the factors that are shaping the industry and anticipates the opportunities that will be opening and closing; keeps an eye on the big picture and long-range possibilities and implications; and makes, evaluates, and revises long-range plans and goals taking into consideration the organization's core competencies, customers, competition, available resources, and strengths and weaknesses.

**Assessing Talent:** Understands and recognizes the qualities that differentiate highly successful employees from the average ones; is an astute observer of others' performance; shows skill in asking questions and eliciting detailed and accurate information regarding others' capabilities and weaknesses; and reaches well-articulated conclusions regarding others' strengths and developmental needs.

**Relationship Building:** Develops and maintains work relationships and continuously works to improve relationships, contacts, and network; maintains an open and approachable manner and easily builds rapport with others; respects others regardless of differences in interest, perspectives, background, and organizational level; and treats others sensitively, fairly, and consistently.

**Negotiating:** Gains rapport and trust from other parties; works from a strong knowledge base; wins concessions from others; seeks mutually agreeable trade-offs in deal-making; questions and counters others' proposals without damaging relations; holds ground appropriately; and knows how to walk away amicably with the best deal possible.

**Handling Conflict:** Deals with interpersonally and/or politically challenging situations calmly and diplomatically, diffusing tension; thoughtfully intervenes in conflicts to facilitate communication and resolve problems, finding common ground when possible; and handles complaints and disputes with composure and tact.

**Oral Communication:** Uses correct vocabulary and grammar; presents information clearly and in an organized manner; gets to the point; questions others skillfully; recognizes nonverbal cues in listeners and adjusts speech and tone accordingly; adjusts word choice according to the audience and purpose; and uses tone, inflection, pauses, and body language for increased impact.

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

Strong leadership skills and demonstrated ability to think strategically and function effectively as a member of a top management team.

Ability to analyze complex problems and recommend and/or implement an effective course of action.

Well-developed interpersonal skills; ability to interact and communicate effectively with top level administrators, staff, the public, other law enforcement, and governmental agencies.

Knowledge of the CCHCS' and CDCR's 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.

Experience working in a correctional institution.

Comprehensive understanding of, and experience in, the delivery of an integrated healthcare program inclusive of medical, mental health, and dentistry disciplines and the appropriate analytical assessment of the related health care outcomes to enable continuous quality improvement. Executive level managerial experience at least equivalent to a Chief Executive Officer, Health Care (Safety). Demonstrated healthcare leadership experience.

### **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  
Magdalena Kilmer | (916) 691-5876 | Magdalena.Kilmer@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/7613.aspx>