



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:	Wednesday, June 17, 2015
POSITION TITLE:	Regional Personnel Administrator - Central	FINAL FILING DATE:	Tuesday, June 30, 2015
CEA LEVEL:	CEA A	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 6,296.00 - \$ 9,051.00 / Month	BULLETIN ID:	06092015_2

POSITION DESCRIPTION

Under the direction of the Associate Director, Field Operations and Activation Support, Human Resources, the Regional Personnel Administrator is the chief policy maker for one of the three Regional Personnel offices. The 35 institutions are divided into three regions: Northern, Central, and Southern. The Regional Personnel Administrator will design, organize, and fully implement the regional concept and will be responsible for developing policy and procedures to focus on expeditiously hiring and retaining healthcare professionals and their support staff. The incumbent will work closely with each institution Personnel Office and Regional Office within their assigned region to identify and remove any barriers to expeditiously hiring and providing excellent customer service to the staff that are under the direction of the Receiver (the healthcare professionals and their support staff). The incumbent will be involved in the development of new policies and procedures pertaining to human resources and the licensing and credentialing process for clinicians and will be instrumental in assisting Personnel Services in implementing the new policies and procedures.

Duties include, but are not limited to:

Ensures quality health care staff are expeditiously recruited, hired, and retained; and formulates policies and makes recommendations to change policies that impact the expeditious hiring of quality health care staff. This position will primarily be making policy recommendations as a result of identifying problems at individual institutions. The position will also implement new policies and make changes to existing policies and procedures for implementation at the local level, geographically, and statewide.

Provides direct human resources technical over-sight to the institutions and assistance to the Regional Human Resources staff; ensures appropriate selection and appointment activities are being carried out, including, but not limited to, identifying creative methods of removing barriers to

expeditiously select and hire health care staff for the institutions statewide.

Ensures, via hands-on direction, training, guidance, and mentoring that the institution's Personnel Office and Regional Office are working together to ensure quality health care staff are appointed in a timely manner and that appropriate efforts are taking place to continually have a readily available candidate pool as vacancies occur.

Conducts site visits on a regular basis, and audits hiring processes as needed to ensure ongoing hiring efforts are being maintained and that staff is following the directives of court orders and the Receiver's Office.

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)

Broad and extensive experience in planning, organizing, and directing or coordinating a recruitment and retention program related, but limited to, healthcare recruitment.

Experience in the formulation and implementation of policies, procedures, and programs related, but not limited to, health care recruitment and retention programs, human resources, and licensing and credentialing.

Experience in personnel management and supervision, which demonstrates the ability to motivate staff and manage large groups, and knowledge of the manager's role in providing equal opportunity in the work place.

Demonstrated abilities in communicating effectively both orally and in writing; and in representing the Department with various stakeholders such as the State Personnel Board, California Community Colleges, medical and nursing licensing boards, and other agencies.

Demonstrated experience in developing cooperative working relations with Wardens, departmental and institutional staff, the Legislature, Governor's Office, numerous control agencies, and community groups; and gain the confidence and support of top level administrators.

Supervisory/managerial experience in a capacity at least equivalent to an Institution Personnel Officer II, or Staff Services Manager I, including the implementation and/or evaluation of program policies. Experience in the development and implementation of 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 **Regional Personnel Administrator - Central**, 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 an evaluation of your application and 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 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:

- 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, desirable qualifications, and information contained in the position description sections in this bulletin.
- A Statement of Qualifications that describes your experience, education, training, knowledge, skills, and abilities as they relate to the information contained in the position description and desirable qualifications sections 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.
- APPLICATION MATERIALS MUST BE RECEIVED BY 5:00 P.M. PST ON TUESDAY, JUNE 30, 2015.

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

Melinda Martinez | (916) 691-2364 | Melinda.Martinez@cdcr.ca.gov

ADDITIONAL INFORMATION

APPLICATION MATERIALS MUST BE RECEIVED BY 5:00 P.M. PST ON TUESDAY, JUNE 30, 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.

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 his/her 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](#)