



# CALIFORNIA CORRECTIONAL HEALTH CARE SERVICES

California Correctional Health Care Services

## CAREER EXECUTIVE ASSIGNMENT JOB EXAMINATION ANNOUNCEMENT

JC-14795 - Regional Personnel Administrator - Northern - Career Executive Assignment Level A

Final Filing Date:5/2/2016

### 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-14795
Position #(s):	042-270-7500-001
Working Title:	Regional Personnel Administrator - Northern - Career Executive Assignment Level A
Classification:	C. E. A. \$6,453.00 - \$9,277.00 A
# of Positions:	1
Work Location:	Sacramento County
Job Type:	Career Executive Assignment - Non Tenured, Full Time

### Department Information

**THIS IS A RE-ADVERTISEMENT - candidates who previously applied for this position posted on March 4, 2016, need not reapply.**

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**

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.

Ensures quality healthcare staff are expeditiously recruited, hired, and retained; and formulates policies and makes recommendations to change policies that impact the expeditious hiring of quality healthcare staff. This position will primarily be making policy recommendations as a result of realizing problems at individual institutions. The position will also implement new policy and make changes to existing policy 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 healthcare 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 healthcare staff are appointed in a timely manner and that appropriate efforts are taking place in order 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 the court orders and the Receiver's Office.

### **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: 5/2/2016

## **Who May Apply**

## **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: Melinda Martinez  
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:

Melinda Martinez  
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 - 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.

- Statement of Qualifications - **APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATION WILL BE ELIMINATED FROM THE EXAMINATION. RESUMES DO NOT TAKE PLACE OF THE STATEMENT OF QUALIFICATIONS.**
- 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

**All applicants must possess the knowledge and abilities, and any other requirements, described in this bulletin.**

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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:

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 organization 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.

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.

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### **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:

- 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**

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:**

Melinda Martinez

(916) 691-2364

[melinda.martinez@cdcr.ca.gov](mailto:melinda.martinez@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

[Lisette.Fong@cdcr.ca.gov](mailto:Lisette.Fong@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.