



CALIFORNIA DEPARTMENT OF
Mental Health

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 workplace. 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.

TDD users contact the California Relay Services TDD line at 1-800-735-2929, voice line at 1-800-735-2922, or (916) 322-1700.

CAREER EXECUTIVE ASSIGNMENT

EXAMINATION ANNOUNCEMENT

ASSISTANT DEPUTY DIRECTOR, COMMUNITY SERVICES DIVISION

C.E.A. LEVEL 2

Salary Range: \$7,815 - \$8,616

Final Filing Date: January 23, 2009

DUTIES/RESPONSIBILITIES

Under the administrative direction of the Deputy Director, Community Services Division (CEA 4), the Assistant Deputy Director plans, organizes and directs the activities of the Community Services Division. As a member of the Department's senior management team, the incumbent will formulate, implement and interpret branch policies and procedures; advise the Deputy Director, Chief Deputy Director (Exempt) and Director (Exempt) on all matters relating to the Community Services Division.

In the absence of, at the direction of, or in concert with the Deputy Director, the incumbent has day-to-day operational responsibility for the activities of the Community Services Division. Assists the Deputy Director in planning, developing, administering, organizing and directing the Community Services Division programs and services. Functions as a first or second level supervisor to the CEAs, and managers within the Division. Provides direction to five branches within the Community Services Division on issues of Medi-Cal, implementation of systems of care, research and evaluation, pilot project development, and various other initiatives. Supports the Deputy Director in setting program vision and helps formulate strategic goals and priorities for the Division. Provides oversight and guidance on state administered or statewide mental health programs. As an integral member of the department's executive management team, has responsibility for policy making and goal setting decisions for the Division. Represents the Deputy Director in policy and decision-making meetings in and outside the department with other governmental and nongovernmental organizations. Responsible for the development and oversight of the Division's budget. Supervises legislative activities including bill analysis and legislative report preparation.

MINIMUM QUALIFICATIONS

Applicants must meet the following qualifications:

Either I

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

Or II

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990.

Or III

Must be a non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in 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 § 18991.

Applicants must demonstrate the ability to perform high administrative and policy-influencing functions effectively. Such overall ability requires possession 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 organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management techniques; the Department's Equal Employment Opportunity (EEO) Program objectives; and a manager's role in the EEO program.

Ability to: plan, organize and direct the work of multi-disciplinary professional and administrative staff; analyze administrative policies, organizational 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 Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the Department's EEO 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.

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 **Assistant Deputy Director, Community Services Division**, with the **DEPARTMENT OF MENTAL HEALTH**. 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 application and Statement of Qualifications evaluation. The application and Statement of Qualifications will be used to evaluate your education and experience as it relates to the screening criteria outlined below, and may also serve as documentation of your ability to present information clearly and concisely in writing since this is a critical factor to successful job performance. The Statement of Qualifications will be the only basis for your final score and rank on the eligible list.

FILING INSTRUCTIONS

All interested applicants must submit:

- A completed Standard State Application (Form 678)
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and must be no more than two pages in length with a font size of at least 10 (ten).
- Resumes do not take the place of the Statement of Qualifications.

All interested applicants' State Application and Statement of Qualifications must be received by **January 23, 2009.**

**Department of Mental Health
Personnel Section - Attention: Shuet Tang
1600 9th Street, Room 121
Sacramento, CA 95814**

Questions regarding this examination may be directed to Shuet Tang at (916) 654-2604.

ADDITIONAL INFORMATION

SCREENING CRITERIA

The application and Statement of Qualifications must indicate your total years of experience (and official or civil service classification – not your working title) performing each of the activities listed below. The factors that will be utilized in the evaluation are:

- Depth and breadth of experience in planning, formulating and implementing policy.
- Depth and breadth of experience analyzing complex problems, recommending effective courses of action and developing mechanisms for evaluation and program monitoring.
- Depth and breadth of experience in State government interpreting and applying the Welfare and Institutions Code, California Code of Regulations and the Federal Security Act.
- Depth and breadth of experience negotiating sensitive, complex, and political issues with a variety of stakeholders and communicating to internal and external audiences on these issues.
- Depth and breadth of experience managing significant department activities and programs during a time of tremendous change and innovation to achieve defined objectives in a timely, collaborative and cost-effective manner.
- Depth and breadth of experience working with the Governor's Office, legislators and their staff, agency secretaries and their staff, and directorate level staff.
- Depth and breadth of experience in program management including the development of program budget and determining departmental legislative positions.
- Depth and breadth of experience in managing multiple, high-level priorities across Division programs.
- Knowledge of California's mental health system and the Mental Health Services Act. Knowledge of mental health delivery systems.
- Managerial experience with a level of responsibility not less than a Staff Services Manager II.

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 DEPARTMENT OF MENTAL HEALTH 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>

California Relay (Telephone) Service for the Deaf or Hearing Impaired: From TDD phones: (800) 735-2929, from voice phones: (800) 735-2922