



C A L I F O R N I A D E P A R T M E N T O F
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 DIRECTOR, LEGISLATION

C.E.A. LEVEL 2

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

Final Filing Date: November 20, 2009

DUTIES/RESPONSIBILITIES

Under the administrative direction of the Director and Chief Deputy Director, is responsible for:

- Developing and managing the Department's legislative program;
- Monitoring mental health legislation throughout the legislative process and testifying in committees;
- Representing the Department in meetings with legislators, legislative committees, the California Health and Human Services Agency, and the Governor's office;
- Advising the Directorate on policy matters and making recommendations on such matters;
- Reviewing and revising legislative bill analyses;
- Supervising federal legislative activities affecting mental health;
- Reviewing all legislative reports which are monitored by this office; and
- Serving as a member of the Director's Executive Staff.

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.

DESIRABLE QUALIFICATIONS

1. Knowledge of the Department of Mental Health's organization and functions, and the administration of mental health programs.
2. Knowledge of the organization of the California State Legislature, its functions and administrative process.
3. Demonstrated leadership and management ability in addition to showing initiative and independence of action in policy and decision making.
4. Managerial experience or knowledge pertaining to the delivery of public services.
5. Experience and/or knowledge in planning and policy making in government programs.

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 Director, Legislation**, 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 him/her for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing. It 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 may submit the State Application and Statement of Qualifications to:

**Department of Mental Health
Personnel, Section Services – 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 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 included in the screening criteria. Some of the factors that will be utilized in the evaluation are:

- Education – Level and specialized training received.
- Depth and breadth of experience working with mental health and/or other services.
- Managerial experience with a level of responsibility not less than a Staff Services Manager II.
- Depth and breadth of experience making presentations; representing and speaking for an organization; presenting to executives, legislative members and staff, the media, general public, and industry groups.
- Depth and breadth of experience planning, developing, and managing a complex and sensitive program. This experience should include responsibility for directing staff involved in extensive interpretation and application of governmental laws, rules, and policies.
- Depth and breadth of experience in strategic planning, developing and implementing policies, and measuring accountability.

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>