



CAREER EXECUTIVE ASSIGNMENT

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE 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.

EXAMINATION ANNOUNCEMENT

DEPARTMENT: CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
POSITION TITLE: CEA 2, CHILDREN'S RESIDENTIAL PROGRAM MANAGER
COMMUNITY CARE LICENSING DIVISION
(THIS POSITION WILL BE LOCATED IN SACRAMENTO)
SALARY: \$7815 - \$8616
FINAL FILE DATE: DECEMBER 29, 2008

DUTIES AND RESPONSIBILITIES

Under the administrative direction of the Community Care Licensing Division (CCLD) Deputy Director, the Children's Residential Program Manager (Program Manager) has statewide responsibility for the Children's Residential Program regulated by Community Care Licensing Division.

The Program Manager heads one of four CCLD Programs, and is responsible for enforcement of health and safety requirements of licensees who provide care to children in community care facilities. This position plays a major role in setting statewide Children's Residential Program policy. The Program Manager is responsible for the identification of key operational and policy issues in the Children's Residential Program. Major policy issues are also addressed by the Program Manager in response to specific situations that arise, and questions and issues raised by field staff, licensees, provider organizations and placement staff. The Program Manager works closely with 40 counties that are contracted to provide foster care licensing in order to assure they operate these county licensing programs consistently with state regulations. This position oversees a foster care and adoption licensing program that consists of five large regional offices and six smaller satellite offices. The Program Manager confers with, makes recommendations to, and advises the Deputy Director on needed policy and procedural changes, and provides general administration of the CCLD Children's Residential Program.

EXAMINATION INFORMATION

The examination process will consist of a screening committee established to screen the application and one page statement of qualifications. The minimum qualifications and desirable qualifications listed on this bulletin will be used to screen the application and one-page statement of qualifications.

SEE NEXT PAGE FOR ADDITIONAL INFORMATION

EXAMINATION INFORMATION (CONTINUED)

Therefore, it is critical that each applicant includes specific information on how his/her background, knowledge and abilities meet the minimum qualifications and desirable qualifications. Based on the screening committee's evaluation of the competitive group, interviews will be conducted with the most qualified candidates. A qualifications appraisal panel will ask qualified applicants a number of predetermined job-related questions. It is anticipated that examination interviews will be held during **January/February 2009**. Candidates will be ranked competitively, and each candidate shall be notified in writing of his/her examination results. The results of this examination may be used to fill subsequent vacancies for this position within twelve months or longer, or a new examination may be scheduled. Candidates in the top three ranks may be invited to a hiring interview.

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 18992.

DESIRABLE QUALIFICATIONS

Applications will be screened on the basis of knowledge, experience and potential to meet the following desirable qualifications:

- a. Knowledge of the organization and functions of the California Department of Social Services programs, particularly those of the Community Care Licensing Division.
- b. Knowledge of the Children's Residential Program regulated by the Community Care Licensing Division.
- c. Administrative experience in dealing with officials at the federal, state, county, and local levels.
- d. Working knowledge of the Community Care Licensing Programs.
- e. Skill in developing strategies to smoothly and effectively implement program changes as a result of law or regulation changes.
- f. Ability to exercise judgement in all aspects of the work performed by the program offices.

In addition, applicants must demonstrate the ability to perform high level 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

DESIRABLE QUALIFICATIONS (Continued)

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; human resources management techniques; the Department's Equal Employment Opportunity objectives; and a manager's role in the Equal Employment Opportunity Program and the processes available to meet Equal Employment Opportunity objectives.

- (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 Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the Department's Equal Employment Opportunity objectives.

The knowledge and abilities indicated above for the **CEA 2** level are expected to be obtained from the following kinds of experience which may have been paid or volunteer, in State service, other government settings, or in a private organization:

Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

FILING INFORMATION

All interested applicants must submit:

1. An original Application for Examination (STD 678), specifying which examination you are applying. List the civil service classifications and dates of experience, **and**
2. A Statement of Qualifications. The Statement of Qualifications is a discussion of the candidate's education and experience that would qualify him/her for this position, related to the Minimum Qualifications, Knowledge and Abilities, and Desirable Qualifications. The Statement of Qualifications must be **no more than one-page in length**.

APPLICANTS WHO FAIL TO SUBMIT A ONE-PAGE STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION. RESUMES ARE OPTIONAL AND DO NOT TAKE THE PLACE OF THE ONE-PAGE STATEMENT OF QUALIFICATIONS.

Send these documents to: **California Department of Social Services
Personnel Bureau, Exam Unit
744 P Street, MS 8-15-59, Room 8-1506
Sacramento, CA 95814**

Applications must be postmarked **no later than** the final file date of **December 29, 2008**. Applications postmarked, personally delivered, or received via interoffice mail after the final file date will not be accepted for any reason.

Questions concerning the exam process should be directed to Evette Witherspoon at (916) 653-5830. Questions regarding the position should be directed to Moc Van at (916) 657-2020.