



## 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.

**DEPARTMENT:** CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

**POSITION TITLE:** CEA 2, PROGRAM ADMINISTRATOR  
ADULT AND SENIOR CARE LICENSING PROGRAMS  
COMMUNITY CARE LICENSING DIVISION

**(THIS POSITION WILL BE LOCATED IN SACRAMENTO AND IS SUBJECT  
TO APPROVAL BY CONTROL AGENCIES)**

**SALARY:** \$7815 - \$8616

**FINAL FILE DATE:** MAY 29, 2009

### **DUTIES AND RESPONSIBILITIES**

Under the general direction of the Community Care Licensing Division (CCLD) Deputy Director, the Program Administrator for Adult and Senior Care Licensing Programs (Program Administrator) has statewide responsibility for the Adult and Senior Care Licensing Programs regulated by the Community Care Licensing Division.

Community Care Licensing is a regulatory enforcement Division responsible for monitoring compliance of health and safety requirements at licensed sites. There are over 74,000 sites statewide and this position is responsible for the statewide administration, oversight, and licensing enforcement functions associated with caring for adults and seniors in licensed community care settings throughout the State of California.

The Program Administrator plays a major role in setting statewide Adult and Senior Care Licensing Program policy. The Program Administrator is also responsible for the identification of key operational issues in the Adult and Senior Care Programs. Key policy issues are also initiated by the Program Administrator in response to specific situations that arise, and questions and issues raised by field staff, licensees, provider organizations and placement staff.

The Program Administrator confers, recommends, and advises the Deputy Director on needed policy and procedural changes, and provides general administration of the CCLD Adult and Senior Care Program. The position also has responsibility for large statewide field operations. The job requires occasional overnight travel.

## **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. Therefore, it is critical that each applicant includes specific information on how his/her background, knowledge, and abilities meet the minimum 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 **June 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**

Applications must meet the following qualifications:

Either I

Must be a civil service employee with permanent civil service status or who previously had permanent status in the state civil service.

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 Section 18991.

## **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. Working knowledge of the Adult and Senior Care Licensing Programs regulated by the Community Care Licensing Division and the policies and practices pertinent to these Licensing Programs.
- c. Administrative experience in dealing with officials at the federal, state, county, and local levels and multiple program stakeholders and advocates.
- d. Experience in developing strategies to smoothly and effectively implement program changes as a result of law, regulation or management changes.
- e. Experience in managing and exercising judgment in all aspects of the work performed by the program offices throughout the state as well as headquarters.

**DESIRABLE QUALIFICATIONS (CONTINUED)**

In addition, applicants must demonstrate the ability to perform high level administrative and policy-influencing functions effectively. Such overall ability requires possession 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; personnel 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 in a large headquarters and field organization; 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; prepare and review reports; and effectively contribute to achieving the strategic goals and objectives of the Department.

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. The Statement of Qualifications must be **no more than one-page in length**.
3. A copy of DD214 or other official discharged documents, if qualifying under Pattern IV.

**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.**

Submit these documents to: ***California Department of Social Services  
Personnel Bureau, Exam Unit  
744 P Street, MS 8-15-59, Room 1559  
Sacramento, CA 95814***

Applications must be postmarked **no later than** the final file date of **May 29, 2009**. 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 Crystal Butler, at (916) 651-2747.

Questions regarding the position should be directed to Lynn Otani, at (916) 327-8183.