



# CEA

## 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 4, DEPUTY DIRECTOR  
COMMUNITY CARE LICENSING DIVISION  
(PENDING CONTROL AGENCY APPROVAL)

**SALARY:** \$9,018-\$9,939

**FINAL FILE DATE:** JANUARY 21, 2009

### DUTIES AND RESPONSIBILITIES

As a member of the Executive staff, the Deputy Director provides executive leadership and establishes policies and procedures for the programs delegated to the Community Care Licensing Division (CCLD) within the California Department of Social Services (CDSS), the nation's largest state social services system. The Deputy Director is responsible for the planning, development, implementation, administration and assessment of the Department's policies, programs, and procedures related to Community Care Licensing. The Deputy Director directs the activities of the Community Care Licensing Division, which includes the Central Operations Branch, Technical Assistance and Policy Branch, Child Care Program, Adult Residential Care Program, Children's Residential Program, Senior Care Program, Investigations Branch and the Continuing Care Contracts Branch.

The Deputy Director's responsibilities also include licensing community care facilities; developing uniform statewide criteria for licensing community care facilities; enforcing licensing regulations; evaluating and analyzing licensing activities of the State and those agencies which have contracts with the State to perform licensing functions; dealing with the Legislature, other governmental entities, facility industry representatives and the general public; coordination with numerous child care advocates, employers and the general public to enhance Children's Day Care; and process and monitor continuing care contract applications and renewals to assure financial solvency of California's Life Care Industry.

The Deputy Director is responsible for developing statewide policy, interpreting state and federal legal decisions, and then enforcing these laws and requirements on licensees. The Division employs over 1,100 staff to perform the aforementioned duties. In addition, the Deputy Director provides policy direction and oversight to 43 counties where licensing and monitoring functions have been delegated to county staff.

### **EXAMINATION INFORMATION**

The examination process will consist of a committee established to screen the application and candidate's one-page statement of qualifications. The minimum qualifications and desirable qualifications listed on this bulletin will be used to screen the application and the one-page statement of qualifications. It is critical that each applicant includes specific information on how his/her background, knowledge and abilities meet the minimum qualifications and desirable qualifications.

### **MINIMUM QUALIFICATIONS**

Applicants must meet the following qualifications:

Either I

Must be a state 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, with two or more consecutive years as defined in Government Code Section 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years excluding those positions for which salaries are set by statute 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**

- a. Knowledge of state and county governance of social service and community care licensing programs.
- b. Knowledge of state budgetary, personnel, contracting, and departmental administrative practices.
- c. Ability to plan, develop, implement and maintain community care licensing programs and systems statewide.
- d. Ability to work with counties and stakeholders to reach consensus on issues.
- e. Excellent interpersonal skills to work with high level commissions or boards.
- f. Ability to utilize performance measurements to increase program performance.
- g. Ability to lead and manage a large, complex, statewide multi-program organization.

- h. Ability to represent the Department with other departments and branches of state government, with local and federal officials and to testify effectively before the State Legislature and Congress.
- i. Ability to effectively communicate both orally and in writing.
- j. Excellent judgment, interpersonal skills, political sensitivity, and commitment to diversity in government.
- k. Ability to envision new ideas and concepts and successfully implement them.
- l. Knowledge of the requirements for safe child care settings, adult and senior housing arrangements, and foster care homes.
- m. Ability to take administrative action to revoke a license if a licensee or their employee(s) do not comply with the health and safety requirements.
- n. Ability to work with other CDSS divisions to ensure successful implementation of Departmental priorities.
- o. Ability to represent the Director or Department at conferences, meetings and hearings.

### **FILING INFORMATION**

All interested applicants must submit:

1. An original Application for Examination (STD 678), specifying for 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 should be **no more than one page in length**.
3. A copy of DD214 or other official discharge 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.**

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

Applications must be postmarked **no later than** the final file date of **January 21, 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 Annie Serda-Chavez at (916) 657-1764. Questions regarding the position should be directed to Nancy Lee at (916) 657-2598.