



## 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, CHIEF, PROGRAM INTEGRITY BRANCH  
WELFARE TO WORK DIVISION

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

**FINAL FILE DATE:** MAY 14, 2009

### **DUTIES AND RESPONSIBILITIES**

Under the general direction of the Deputy Director, the CEA 2 is responsible for providing policy direction to ensure the successful management of the Department's welfare fraud detection and prevention programs and programmatic support of various Information Technology (IT) projects related to the Food Stamps and Cal WORKs programs. The IT projects include the Statewide Automated Welfare System, Statewide Fingerprint Imaging System, Welfare Data Tracking Implementation Project and Electronic Benefit Transfer project. The CEA 2 serves as the communication link between the technical and programmatic sides of the IT projects, which determine eligibility and calculate benefit amounts, track time on aid and issue benefits, among other features. In addition, the CEA 2 directs the maintenance of the federal Emergency Food Assistance Program (EFAP). The CEA 2 also oversees the provision of personal computer and administrative support services for the Division.

The Branch Chief directly supervises one Staff Services Manager (SSM) III and two SSM II's. Through these managers, the Chief indirectly supervises eight Staff Services Manager I's and approximately 34 staff and clerical positions.

### **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 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.

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**SEE NEXT PAGE FOR ADDITIONAL INFORMATION**

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## **EXAMINATION INFORMATION (CONTINUED)**

It is anticipated that examination interviews will be held during **May/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**

Applicants 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. In depth knowledge of information technology policies and issues, and interactions between numerous federal, state and local oversight entities.
- b. Knowledge of welfare programs administered by the Department of Social Services including fraud prevention and detection and Emergency Food Assistance Programs.
- c. Knowledge of State and federal legislative processes.
- d. Knowledge of principles and practices of policy formulation and development.
- e. Knowledge of the interactions of State and federal budgetary procedures.
- f. Ability to clearly integrate policy issues, program implementation issues, technology and fiscal issues into cohesive and comprehensive information technology initiatives to support welfare programs.
- g. Ability to select, develop and motivate subordinate managers to achieve the goals and objectives of the Division.

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:

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**SEE NEXT PAGE FOR ADDITIONAL INFORMATION**

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**DESIRABLE QUALIFICATIONS (CONTINUED)**

- (1) Knowledge of the organization and functions of California State government, including the organization and practices of the Legislature and the Executive Branch; in particular, welfare programs of the California Department of Social Services (in particular the Fraud and EFAP programs); A thorough knowledge of the California Welfare and Institution Code, and the California Department of Social Services Manual of Policies and Procedures; 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; and 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, 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 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. 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 14, 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 Lisa Hudson, at (916) 657-3473.

Questions regarding the position should be directed to Judy Moore, at (916) 657-1822.