



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 5, DEPUTY DIRECTOR/CHIEF COUNSEL
LEGAL DIVISION
(PENDING DPA APPROVAL)

SALARY: \$9,544 - \$13,381

FINAL FILE DATE: JANUARY 20, 2009

DUTIES AND RESPONSIBILITIES

As a member of the Executive staff, the Deputy Director/Chief Counsel provides executive leadership and establishes policies and procedures for the programs delegated to the Legal Division within the California Department of Social Services (CDSS), the nation's largest state social services system. The Deputy Director/Chief Counsel is the principal legal advisor to the CDSS Director and provides legal advice on policies concerning all the programs administered by the Department. The Deputy Director/Chief Counsel is responsible for the planning, development, implementation, administration and assessment of the Department's policies, programs, and procedures related to legal issues and the legal implications of administrative or legislative actions. The Deputy Director/Chief Counsel directs the staff of the Legal Division in a variety of functions, including legal research and writing legal opinions; review and analysis of legislation, proposed regulations, existing and proposed federal laws and regulations, proposed policy changes; monitoring of pending litigation; working with the Attorney General's office regarding the presentations of the Department in pending litigation; representing the Department at full evidentiary administrative hearings to revoke or deny community care licenses; and representing the Department in Superior Court in litigation ancillary to the community care licensing administrative hearings.

The Deputy Director/Chief Counsel represents the Department in all legal matters.

The Deputy Director/Chief Counsel's responsibilities also include representing the Department before the Legislature and its committees, Congress, federal agencies and other public bodies.

SEE NEXT PAGE FOR ADDITIONAL INFORMATION

The Deputy Director/Chief Counsel maintains a strong working relationship with other legal divisions within the Health and Human Services Agency, the Attorney General's office, the federal agencies that oversee the federally funded programs administered by CDSS and with county counsels. The Deputy Director/Chief Counsel is also expected to work with counsels in other states as needed.

The Deputy Director/Chief Counsel also formulates Department policy on issues arising under state and federal legislation, coordinates work on legal and related problems and issues with the legal staff of other state departments and local jurisdictions.

EXAMINATION INFORMATION

The examination process will consist of a committee established to screen the applications and candidates' statement of qualifications. A second interview will be required with the Director. The minimum qualifications and desirable qualifications listed on this bulletin will be used to screen the applications and the 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.

SPECIAL REQUIREMENTS

Active membership in the California State Bar and admission to practice law in California.

DESIRABLE QUALIFICATIONS

- a. Knowledge of the department's mission, organization, goals, functions, and policies as well as its contractual relationships with other state, federal and local entities.
- b. Knowledge of state budgetary, personnel, contracting, and departmental administrative practices.

- c. Ability to plan, react to adversity effectively, and organize, coordinate and effectively manage responses to multiple complex legal issues simultaneously.
- d. Ability to effectively supervise and manage the work of staff within the Legal Division.
- e. Ability to advise executive staff on a wide range of legal issues, and to formulate and execute effective strategies to solve or mitigate legal challenges.
- f. Excellent interpersonal skills to establish and maintain cooperative working relationships with representatives from all levels of government, the public, Legislature and high level commissions or boards.
- g. Ability to utilize performance measurements to increase program performance.
- 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 work with other CDSS divisions to ensure successful legal outcomes.
- l. Ability to represent the Director or Department at conferences, meetings and hearings.
- m. Experience in managing a large complex legal organization in a social services program setting.

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 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; 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 5 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 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 two pages in length**.
3. A copy of DD214 or other official discharged documents, if qualifying under Pattern IV.

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

Applications must be postmarked **no later than** the final file date of **January 20, 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 Estela Hernandez at (916) 654-9563. Questions regarding the position should be directed to Nancy Lee at (916) 657-2598.