



Department of Social Services

CAREER EXECUTIVE ASSIGNMENT  
JOB EXAMINATION ANNOUNCEMENT

JC-14479 - CEA B Senior Assistant Chief Counsel, Legal Division, Enforcement Branch

Final Filing Date: 5/9/2016

### **Equal Opportunity Employer**

The State of California is an equal opportunity employer that actively pursues and hires a diverse workforce. All qualified applicants will receive consideration for employment without regard to age, ancestry, color, disability (mental or physical), gender identity or expression, genetic information, marital status, medical condition, military veteran status, national origin, political affiliation, pregnancy, race, religion or creed, sex, sexual orientation, or any other factor that is not related to the job.

It is an objective of the State of California to achieve a drug-free 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.

### **Position Details**

Job Control #:	JC-14479
Position #(s):	800-310-7500-003
Working Title:	CEA B Senior Assistant Chief Counsel, Legal Division, Enforcement Branch
Classification:	C. E. A. \$6,453.00 - \$14,409.00 B
# of Positions:	1
Work Location:	Sacramento County
Job Type:	Career Executive Assignment - Non Tenured, Full Time

## **Department Information**

California Department of Social Services  
Administration Division / Examination Unit  
744 P Street, MS 8-15-58  
Sacramento, CA 95814

Mary Bayer  
Phone: (916) 657-1706

Email: mary.bayer@dss.ca.gov

## **Job Description and Duties**

Under the direction of the Deputy Director/Chief Counsel, the Senior Assistant Chief Counsel(SACC) is responsible for overseeing the policy and operation of four Enforcement Units (Sacramento, Oakland, Monterey Park and San Diego); each headed by an Assistant Chief Counsel (ACC). The Enforcement Units are responsible for representing the Community Care Licensing (CCL) Division in administrative hearings to revoke and deny licenses, and exclude individuals of licensed facilities to ensure compliance with the statues and regulations of the program.

### **Position Responsibilities:**

35% Provides legal advice to the Director, Chief Deputy Directors, Deputy Directors, and program managers and staff on complex and sensitive issues pertaining to the enforcement of licenses for the Community Care Licensing Division (CCLD). Responsible for the development and implementation of significant policies and procedures related to enforcement of CCLD. Ensures consistent and quality legal advice and handling of administrative actions of the Enforcement Units. Responsible for the direction of Departmental litigation in the trial courts or courts of appeal. Responsible for managing staff who represent the Department before the Office of Administrative Hearings (OAH) or other administrative tribunals. Provides legal consultations with regards to subpoenas, depositions, writs, Public Record Act requests and all other responsibilities associated with the CCLD enforcement.

25% Manages and directs Assistant Chief Counsels who respectively supervise the Enforcement Units responsible for providing comprehensive legal services to the Community Care Licensing Division. Guides and directs subordinate managers on the development and implementation of department program policies. Directs and implements recruitment, hiring, performance reviews, development of adverse actions and approval of absences, travel and training.

20% Chairs the Enforcement Committee that makes recommendations on adoption of proposed decisions and stipulations. Reviews proposed decisions from OAH or other administrative tribunals to identify which decisions should serve as presidential

decisions and upon the approval of the Deputy Director/Chief Counsel publish those decisions. The presidential decisions provide the basis for developing the Department's rules, regulations, policies and interpretation of other laws as they pertain to licensed facilities.

15% Collaborates with the Legal Division's Chief Administrative Services Branch Chief regarding all administrative support matters including, but not limited to, budget change proposals, staff allocation, office space planning.

5% Represents the Department before the Legislature and its committees with respect to the CCL enforcement program. Travels to assigned areas to provide necessary direction and guidance to staff.

## **Application Instructions**

Completed applications and all required documents must be received by the Final Filing Date in order to be considered.

**Final Filing Date: 5/9/2016**

## **How To Apply**

Complete Application Packages (Applications and any applicable or required documents) must be submitted electronically through your CalCareer account at [www.jobs.ca.gov](http://www.jobs.ca.gov).

## **Required Application Documents**

Please submit the following items with your application. Applicants who do not submit the required items timely may not be considered for this job:

- State Examination/Employment Application STD Form 678. All Experience and Education relating to the Minimum Qualifications listed on the Classification Specification should be included to demonstrate how you meet the Minimum Qualifications for the position.
- Statement of Qualifications - A "Statement of Qualifications" must be submitted with your application, which is a narrative discussion of how your education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed with no more than two pages in length and should have a font size no smaller than Arial 11, with one inch margins.
- Resume is optional. It may be included, but is not required.

Applicants requiring reasonable accommodations for the hiring interview process must request the necessary accommodations if scheduled for a hiring interview. The request

should be made at the time of contact to schedule the interview. Questions regarding reasonable accommodations may be directed to the EEO contact listed on this job posting.

## **Examination Qualification Requirements**

This position requires an examination to be appointed. Applicants must meet the Minimum Qualifications for the Position in order to compete in the examination. All applicants must possess the knowledge and abilities, and any other requirements, described in this announcement.

Note: Eligibility to take a CEA examination does not require current permanent status in the civil service.

## **General Qualifications**

State civil service employees must possess essential general qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

## **Knowledge and Abilities**

Applicants must demonstrate the ability to perform high 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; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.
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 Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level A - Responsible for broad administrative and program activities, including the execution and/or evaluation of program policies.

CEA Level B - Responsible for extensive managerial and program administration or broad program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Level C - Responsible for extensive highly professional influence and contributes to program, policy, and the methods to provide professional services needed to set policies, to meet the mission of the State department and often exercising technical and or professional skills that are required at this level.

## **Desirable Qualifications**

In addition to evaluating each candidate's relative ability, as demonstrated by quality and breadth of experience, the following factors will provide the basis for competitively evaluating each candidate:

### **KNOWLEDGE OF:**

- a) the Department's mission, organization, goals, functions, and policies as well as its contractual relationships with other state, federal and local entities.
- b) legal principles and their applications, legal research methods, court procedures, rules of evidence and procedure, administrative law and the conduct of administrative hearings.
- c) provisions of California and Federal law, the Welfare and Institutions Code, Health and Safety Code, Government Code, Penal Code, the principles of constitutional law and the legislative process and rule making procedure for adoption of regulations.
- d) the policy development process, principles of public administration, management and supervision, state budgeting and general administrative procedures.

### **ABILITY AND SKILL TO:**

- e) to develop and analyze policies related to employment law and a variety of Community Care Licensing programs and the legislative implications of such policies, legal principles, and precedents and the ability to apply them to complex legal and administrative problems.
- f) present statements of fact, law and argument clearly and logically in written and oral form, draft opinions and regulations, maintain programmatic knowledge essential to administer, organize, and direct the work of a large staff of attorneys and other support staff and effectively represent the Department.
- g) advise executive staff on a wide range of legal issues, and to formulate and execute effective strategies to solve or mitigate legal challenges.

- h) utilize performance measurements to increase program performance.
- i) work with other CDSS Divisions to ensure successful legal outcomes.
- j) Provide excellent interpersonal skills in order to establish and maintain cooperative working relationships with representatives from all levels of government, the public, Legislature and high level commissions or boards.
- k) provide excellent judgment, interpersonal skills, political sensitivity, and commitment to diversity in government.
- l) experience in managing a large staff of attorneys and other support staff in a legal setting.

## **Examination Information**

The examination process will consist of a designated screening committee established to screen the application and Statement of Qualifications. The minimum and desirable qualifications listed on this bulletin will be used to screen the application and 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, examination interviews will be held in MAY/JUNE 2016.

If you meet the requirements stated in this announcement, you may take this competitive examination. Possession of the Examination Qualifications requirements does not assure a place on the eligible list. Your performance in the examination will be compared with the performance of others who take this examination, and all successful candidates will be ranked according to their scores.

A minimum rating of 70% must be attained in the Examination to obtain list eligibility for this position. All candidates will receive written notification of their examination results.

The results of this examination will be only be used to fill this position. Applications will be retained for twelve months.

Hiring interviews for the Job may be conducted with the most qualified candidates.

The examining Department reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

## **Special Testing Arrangements**

If you have a disability and need special testing arrangements, answer the Reasonable Accommodations question appropriately on your Application (STD 678). You will be contacted to make specific arrangements. Questions regarding reasonable accommodations may be directed to the EEO contact listed on this announcement.

## Contact Information

The Human Resources Contact is available to answer questions regarding the position or application process.

- **Human Resources Contact:**

Mary Bayer

(916) 657-1706

mary.bayer@dss.ca.gov

- Please direct requests for Reasonable Accommodations to the interview scheduler at the time the interview is being scheduled. You may direct any additional questions regarding Reasonable Accommodations or Equal Employment Opportunity for this position(s) to the Department's EEO Office.

**EEO Contact:**

EEO Office

(916) 657-2326

EEOffice@dss.ca.gov

- California Relay Service: 1-800-735-2929 (TTY), 1-800-735-2922 (Voice) TTY is a Telecommunications Device for the Deaf, and is reachable only from phones equipped with a TTY Device.