



Department of State Hospitals - Sacramento

**CAREER EXECUTIVE ASSIGNMENT
JOB EXAMINATION ANNOUNCEMENT**

JC-16145 - Chief Operating Officer, CEA Level A

Final Filing Date: 5/27/2016

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-16145
Position #(s):	461-210-7500-001
Working Title:	Chief Operating Officer, CEA Level A
Classification:	C. E. A. \$6,453.00 - \$14,409.00 CEA, Level A \$6,453 - \$9,277
# of Positions:	1
Work Location:	Sacramento County
Job Type:	Career Executive Assignment - Non Tenured, Full Time

Department Information

Department of State Hospitals
1600 9th Street, Room 440
Sacramento, CA 95814

The mission of the Department of State Hospitals is to provide evaluation and treatment in a safe and responsible manner, seeking innovation and excellence in hospital operations, across a continuum of care and settings.

This position was originally advertised with a final filing date of May 17, 2016, if you applied previously you do not need to reapply.

Department Website: <http://www.dsh.ca.gov>

Job Description and Duties

Under the direction of the Deputy Director of Administrative Services, the Chief Operating Officer plans, organizes and directs statewide administrative programs including Business Services and Facilities, Human Resources, Labor Relations, and Risk Management for the Department of State Hospitals (Department). As a member of the Department's senior management team, the incumbent will formulate, implement and interpret departmental administrative policies and procedures; advise the Deputy Director, Chief Deputy Director and Director on all matters relating to administrative operations; and set and perpetuate the goals and objectives of the Department.

Application Instructions

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

Final Filing Date: 5/27/2016

Who May Apply

Individuals who are eligible to be appointed to this Career Executive Assignment (CEA) by the State of California.

How To Apply

Completed Examination/Employment Application (STD 678) and applicable or required documents must be submitted to apply for this Job Posting. A completed copy of the Application Packet listing must be included, when submitting your application in hard copy.

Address for Mailing Application Packages

You may mail your application and any applicable or required documents to:

Department of State Hospitals - Sacramento
Attn: Executive Recruitment Unit

1600 9th Street, Room 440
Sacramento CA, 95814

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 - 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 and must be no more than three pages in length, using no smaller than a 12-point font. The Statement of Qualifications must be organized in the order of the desirable qualifications.
- Resume is required and must be included.

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:

1. Managerial experience with overseeing administrative functions - human resources, labor relations, procurement, facilities, risk management (workers comp, licensing, etc.) at or above a Staff Services Manager II classification in a medium to large department.
2. Experience in the planning, development, delivery and/or management of programs dealing with operational services including extensive interpretation and application of governmental laws, rules and policies.
3. Experience managing highly sensitive programs with statewide impact, including working with stakeholders, control agencies or other high level organizations.
4. Experience facilitating solutions to complex organization problems and working in collaborative partnerships with all levels of management.

5. Experience in the development, implementation and evaluation of administrative operations to identify areas of improvement and implement effective solutions.
6. Ability to work with control agencies, other state agencies, CA Health and Human Services Agency and stakeholders on highly complex and sensitive issues, and planning and policy-making in the areas of human resources, labor relations, business services and facilities and risk management.
7. Demonstrated ability to create an effective and highly motivated management team with a strong customer service focus.
8. Knowledge of the Department of State Hospitals' organization and functions.

Examination Information

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of Chief Operating Officer, Administrative Services with the Department of State Hospitals.

The results of this examination will be used only to fill this position.

The minimum and desirable qualifications listed on this bulletin will be used to screen and evaluate the candidate's application and Statement of Qualifications. Therefore, it is critical that each candidate include specific information on how his/her background, knowledge, abilities and personal characteristics meet the minimum and desirable qualifications.

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.

Benefits

Please see the California Department of Human Resources website at: www.calhr.ca.gov for further information on state employee's benefits .

Contact Information

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

- **Department Website:** <http://www.dsh.ca.gov>
- **Human Resources Contact:**
Executive Recruitment Unit
(916) 654-2351
Executive.Recruitment.Unit@dsh.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:

Po-Wen Leung

(916) 654-2327

Po-Wen.Leung@dsh.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.

Filing Instructions

All examination materials (Standard State Application, resume, and Statement of Qualifications) must be received by the Department of State Hospitals by 5:00 p.m. on the final filing date. Examination materials personally delivered, received via U.S. Postal Service, or any other delivery service after 5:00 p.m. on the final filing date will not be accepted. **Candidates who fail to submit the required application documentation (examination materials) or follow the filing instructions will be eliminated from this examination process.**