DEPARTMENT OF STATE HOSPITALS
CAREER EXECUTIVE ASSIGNMENT
EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. 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.

DEPARTMENT:	DEPARTMENT OF STATE HOSPITALS	**RELEASE DATE:**	Friday, July 27, 2012
POSITION TITLE:	Executive Director, Department of State Hospitals, Salinas Valley	**FINAL FILING DATE:**	Friday, August 17, 2012
CEA LEVEL:	CEA 3	**EXTENDED FINAL FILING DATE:**	
SALARY RANGE:	$ 8,594.00 - $ 9,476.00 / Month	**BULLETIN ID:**	07272012_3

POSITION DESCRIPTION

Under the general direction of the Director and the Chief Deputy Director, and subject to the rules and regulations established by the Department of State Hospitals (DSH), the Executive Director is responsible for the development, organization, direction, and management of DSH, Salinas Valley, and for sustaining a culture of collaboration, accountability, and transparency. The Executive Director is also responsible for policy formation and decision making to ensure the effective operations of DSH, Salinas Valley. The Executive Director provides management and communication interface between the Director's Office and hospital staff. The Executive Director ensures the coordination of clinical and administrative services to positively affect the delivery of services in an environment conducive to quality care and treatment of the people served. The Executive Director also takes actions required to implement the key priorities discussed in the 2011 Transition Plan Documents; ensures expenditures are accountable, adhered to or adjusted accordingly, and do not exceed the annual budget allocation; and ensures allocation of funds to proper needs and improved tracking and reporting to ensure fiscal transparency and accountability.

The Executive Director is a member of DSH, Salinas Valley's Governing Body and, as its local representative, is authorized to act on behalf of the Governing Body at the hospital during the intervals between meetings.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum 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 § 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 § 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.

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 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATION(S)

1. Demonstrated experience in developing a medical/psychiatric facility's annual budget, and adjusting and adapting to ensure expenditures do not exceed the annual budget allocation.

2. Demonstrated experience in planning, organizing, and directing the work of multidisciplinary professional and administrative staff; and knowledge of the principles and practices of personnel management, and equal employment opportunity techniques.

3. Demonstrated experience in negotiation/communication skills with labor organizations and staff, and working with attorneys in negotiating the settlement of employee litigation.

4. Demonstrated experience in handling an operational emergency at a medical/psychiatric facility including communication processes with a central office, staff, and patients.

5. Knowledge of licensing and certification processes of medical/psychiatric facilities, Joint Commission accreditation, and policy development for 24-hour facilities.

6. Communication skills requiring the ability to manage a variety of complex and sensitive internal and external issues.

7. Knowledge of the mental health programs, healthcare organizations' policies, and California State Government including the organization and practices of the Legislature and Executive Branch.

8. Knowledge of the establishment of the new Department of State Hospitals; and the actions required to implement the key priorities discussed in the Transition Plan Documents - www.dmh.ca.gov/news/Transition_Plan.asp.

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 **Executive Director, Department of State Hospitals, Salinas Valley**, with the **DEPARTMENT OF STATE HOSPITALS** . Applications will be retained for twelve months.

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

1. The examination process will consist of an evaluation of the candidate's application, resume, and Statement of Qualifications. The Statement of Qualifications must identify the applicant's experience, education, certification, and training in his/her response to the aforementioned "Desirable Qualifications." The Statement of Qualifications serves as documentation in responding to the Desirable Qualifications.

2. The Statement of Qualifications must indicate your total years of experience and civil service classification (if applicable) performing each of the desirable qualifications.

3. The Statement of Qualifications must follow these guidelines:
a) Responses must be typewritten or generated on 8½" x 11" paper, using no smaller than a 12-point font.
b) Answer each numbered item separately indicating the corresponding item number for each response.
c) Responses are to be complete, specific, clear, and concise.
d) Should be no more than three (3) pages in length.

4. The screening committee will independently rate each applicant's experience, education, certification, and training for the position against specific job-related criteria developed from the minimum and desirable qualifications. Therefore, it is critical that each applicant include specific information on how his/her experience, education, certification, and training meet the minimum qualifications and desirable qualifications for this exam.

5. Based upon the screening committee's evaluation of the competitive group, interviews may be conducted with only the most qualified candidates.

6. All candidates will be assigned a rating and will be notified in writing of their final scores. In order to be successful in this examination, candidates must attain a minimum rating of 70.00%. The results of this examination will be used to establish an employment list for the Executive Director, DSH, Salinas Valley. The list will be used to fill the Executive Director position at DSH, Salinas Valley.

FILING INSTRUCTIONS

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's 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 no more than three pages in length. Applicants who fail to submit the Statement of Qualifications will be eliminated from this examination process.
- Resumes do not take the place of the Statement of Qualifications.

Applications must be submitted by the final filing date to:

DEPARTMENT OF STATE HOSPITALS , Human Resources
1600 9th Street, room # 440, Sacramento, CA 95814
Shuet Tang | (916) 654-2604 | shuet.tang@dsh.ca.gov

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The DEPARTMENT OF STATE HOSPITALS 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.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: CEA and Exempt Appointees