



Arnold Schwarzenegger, Governor



State of California
Health and Human Services Agency

721 Capitol Mall
Sacramento, CA 95814
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Employment Opportunity

Operations and Accountability Officer (Exempt)

Permanent-Full Time

Position Number: 813-002-7645-001

(\$6,605 - \$7,143)

Department of Rehabilitation

The California Department of Rehabilitation works in partnership with consumers and other stakeholders to provide services and advocacy resulting in employment, independent living and equality for individuals with disabilities.

Operations and Accountability Officer

Under general direction of the Deputy Director of Administrative Services Division (CEA III), the Operations and Accountability Officer, will provide high level policy development, oversight, leadership and monitoring of critical inter-divisional initiatives and activities of the Department. The primary responsibilities may include:

- Providing overall leadership, oversight and policy development for the department's strategic planning and implementation activities.
- Providing general direction for the development and submission of the department's required federal reports to the commissioner of the Rehabilitation Services Administration to ensure compliance with federal regulations.
- Examine divisional operations and management controls.
- Oversee the development and implementation of major interdivisional priority special projects.

Desired Qualifications:

Strong leadership skills with commitment to excellence, continuous quality improvement, teamwork and customer service. Experience in strategic planning and policy development. Positive interpersonal skills and ability to interact with a wide range of people. Ability to effectively manage change and to take the initiative to work with others to resolve problems.

All eligible employees are encouraged to apply. Applications may be screened and only the most qualified applicants will be interviewed. Salary commensurate with experience, education and qualifications and subject to Governor's Office approval.

Submit Standard State Application (Std 678) and Resume to:

Department of Rehabilitation
Attn: Joan Rubin
721 Capitol Mall
Sacramento, CA 95814

Final Filing Date: 10 Days or Until Filled

The Standard State Application can be found by copying the following address to your Internet browser: (The address below does not function as an electronic link)

<http://www.spb.ca.gov/employment/>