



## **EMPLOYMENT OPPORTUNITY**

### **DEPUTY DIRECTOR CHILDREN AND FAMILY SERVICES DIVISION**

### **(EXEMPT POSITION)**

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.

Department: CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

Position title: DEPUTY DIRECTOR  
CHILDREN AND FAMILY SERVICES DIVISION  
(EXEMPT POSITION)

Annual Salary: \$105,000 - \$119,600

Final File Date: March 31, 2008 or Until Filled

#### Duties and responsibilities:

As a member of the Executive staff, the Deputy Director provides executive leadership and establishes policies and procedures for the programs delegated to the Children and Family Services Division (CFSD) within the California Department of Social Services (CDSS), the nation's largest state social services system. The Deputy Director is responsible for directing the planning, development, implementation, and maintenance of the children's social service programs and systems statewide. The Deputy Director's responsibilities also include:

- Maintaining liaison activities with county, state, and federal representatives relative to child abuse prevention, foster care, adoptions (for both independent and relinquishment cases) and other aspects of Child Welfare Services programs.

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**SEE REVERSE SIDE FOR ADDITIONAL INFORMATION**

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- Serving as the Executive Sponsor of the Child Welfare Services/Case Management System information technology project.
- Advising the Director on policies regarding service operations as they relate to programs administered by the Department.
- Planning, organizing, directing, and evaluating the work of over 300 Departmental employees.
- Maintaining collaborative relationships with external stakeholders to further Departmental and Agency priorities.
- Supporting the Department and the Health and Human Services Agency as members of the California Child Welfare Council.
- Working closely with other CDSS divisions to ensure successful implementation of Departmental priorities, including a leading child welfare services system.
- Representing the Department in conferences, meetings, and hearings.

Minimum Qualifications:

The required background for this position includes at least five (5) years of responsible management experience in agencies focused on social service programs. The education requirement is equivalent to graduation from an accredited college or university with major coursework in public administration, business, social work, or a closely related field.

Candidates should be able to illustrate sound management skills and an entrepreneurial approach to successfully addressing challenging issues in a fast-paced environment.

Experience in or knowledge of California's complex environment involving state, county and tribal roles is strongly preferred.

Governmental employees at the federal or local level who wish to apply for appointment under the provisions of intergovernmental loan programs will be considered.

Supplemental Information:

The headquarters building for CDSS is located in downtown Sacramento, at 744 P Street. Sacramento is the capital of the state and houses federal, state, and local governments. Today's Sacramento is a cosmopolitan convergence of tall, gleaming buildings, hearty Victorians, splendid restaurants and shops, a vibrant arts scene, and an excellent freeway network and public transportation system. Sacramento is home to the Sacramento Kings National Basketball Association basketball team, the Rivercats baseball team, California State University (Sacramento), historic Old Sacramento, the State Railroad Museum, and Sutter's Fort.

CDSS is responsible for the direct operation or supervision of a wide variety of social services and income assistance programs. The Department accomplishes its mission through staff located in offices throughout the state, the 58 county welfare departments, and a host of community based organizations.

The Children and Family Services Division (CFSD) is one of five programmatic divisions within the Department. The five major program areas are: Welfare programs (cash assistance, refugee assistance, and nutritional supports), Child Welfare Services, Community Care Licensing, Disability Evaluation, and Adult Programs. CDSS has an annual budget of approximately \$20 billion and 4,500 staff.

### How to Apply

Applications will be accepted from all individuals from the public and private sectors who possess the qualifications, knowledge, and abilities to perform the CFSD Deputy Director duties. Governmental employees at the federal or local level who wish to apply for appointment under provisions of intergovernmental loan programs will be considered. Interested parties must submit a resume **and a one page supplementary statement of qualifications and accomplishments**. Application packages should be sent to:

Ms. Nancy Lee  
California Department of Social Services  
744 P Street, M.S. 17-11  
Sacramento, CA 95814  
(916) 657-2598

Packages will be screened on the basis of knowledge, experience, and ability to meet desirable qualifications. The most qualified candidates will be selected for an interview with an executive panel.

(02/08)