



**EMPLOYMENT OPPORTUNITY**  
**DEPUTY DIRECTOR**  
**LICENSING AND CERTIFICATION DIVISION**  
**(EXEMPT POSITION)**

**ANNUAL SALARY: \$93,780 - \$103,392**

An equal opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation. 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.

**The Department:**

The Department of Alcohol and Drug Programs (ADP) is designated as the State Agency responsible for administering and coordinating the State's efforts in alcohol and drug abuse prevention, treatment, and recovery services. ADP is also the primary state agency responsible for interagency coordination of these services.

**The Position:**

Under the administrative direction of the Chief Deputy Director, the Deputy Director, Licensing and Certification Division, plans, organizes, monitors and establishes Division priorities for the Department's statewide licensing and certification activities affecting individuals in alcohol and other drug treatment and recovery programs.

The Deputy Director has direct influence on Department policies pertaining to the development of statewide policy to effectively manage the challenging and changing quality assurance needs of the alcohol and drug program field and the services provided to the diverse population in California. In addition to the certification of programs for reimbursement under the State's Drug Medi-Cal Program, the Deputy Director has major program responsibility for the licensing and certification of residential facilities, certification of non-residential facilities, licensing of Narcotic Treatment Programs and investigating all program, counselor and Drug Medi-Cal complaints. The Deputy Director has total responsibility for assuring the quality, and client health and safety of the statewide alcohol and other drug abuse program service delivery system.

The Deputy Director is instrumental in ensuring the administration of efficient, effective, and equitable programs on a statewide basis. The Deputy Director is a member of the Director's Executive Staff and provides overall policy guidance, formulation and implementation of department wide policies which impact the structure, organization, funding, and evaluation of a statewide alcohol and other drug recovery and treatment system.

**Desired Qualifications:**

- Broad management and administrative experience in agencies focused on alcohol and other drug treatment and recovery programs.
- Responsibility for program planning; policy formulation and development; organization coordination and control; and fiscal and personnel management.
- Knowledge and understanding of addiction and alcohol and other drug service delivery systems,
- Strong regulatory background;
- Knowledge of the Drug Medi-Cal program;

- Knowledge of licensing requirements;
- Ability to represent the Department before legislative and administrative bodies, public and private agencies;
- Ability to work cooperatively with the members of the Department's executive team and all levels of staff;
- Ability to serve as a Departmental Hearing Officer in relation to civil penalty assessments; and
- Strong written and verbal communication skills and strong negotiating and budgeting skills.

### **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 Deputy Director duties. Interested parties must submit a resume and a one page supplementary statement of qualifications and accomplishments. Application packages should be sent to:

Ms. Denise Kincaid  
Department of Alcohol and Drug Programs  
1700 K Street  
Sacramento, CA 95811  
916-445-9651

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.