



# Executive Law Enforcement Position Chief, Office of Protective Services Department of Developmental Services

## Inter-jurisdictional Opportunity



THIS AGENCY GUARANTEES EQUAL OPPORTUNITY 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 WORKPLACE. 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:**

DEVELOPMENTAL SERVICES

**POSITION TITLE:**

Chief, Office of Protective Services

Salary Range: \$7,815-\$10,520  
Commensurate with Education and Experience

**FINAL FILING DATE:**

**April 17, 2008**

**POSITION DESCRIPTION:** The Department of Developmental Services is recruiting to fill a Law Enforcement Executive Position, the Chief of the Office of Protective Services (OPS). The Department will consider an inter-jurisdictional employment agreement with a state, county or city agency which currently employs the successful candidate in a law enforcement position.

Under direction of the Deputy Director, Developmental Centers Division, in the Department of Developmental Services (Department), the Chief, as a peace officer has full responsibility for the statewide public safety function of the OPS. The OPS delivers the full range of public safety services including basic policing, investigations and fire safety services to the five Developmental Centers (DCs) and the two State-operated Community Facilities (CFs). The Chief gives general direction to five Regional Commanders who are responsible for the law enforcement services at the DCs and CFs. The Chief directs the Headquarters staff who conduct Internal Affairs and Background Investigations and provide administrative support. The Chief directs 200 staff throughout the state. One hundred and forty are sworn officers and investigators.

**EXAMINATION PROCESS**

The examination will consist of an application/resume evaluation by a departmental evaluation committee and an interview to evaluate the most qualified applicants.

**FILING INFORMATION**

All interested applicants must submit:

- A standard original State application (STD. 678) which is available at [www.spb.ca.gov](http://www.spb.ca.gov)
- A Statement of Qualifications. The Statement of Qualifications is a discussion of the candidate's education and experience that would qualify him/her for this position, related to the Knowledge and Abilities and Special Personal Requirements set forth below. This statement should be no more than two pages in length.

Please send the application and Statement of Qualifications no later than 5:00pm April 17, 2008 to:

Department of Developmental Services  
Personnel Services Section  
1600 Ninth Street, MS-Q, Sacramento, CA 95814  
Attention: Peggie McQuillan

Questions concerning the examination should be directed to Ms. McQuillan at (916) 322-7790.

## **KNOWLEDGE AND ABILITIES**

**Knowledge of:** techniques and methods for managing specialized police, investigation and fire services; and all applicable laws affecting the provision of specialized law enforcement services; 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 teams; criminal and administrative investigative techniques and procedures utilized in a variety of investigation types; criminal and civil law and procedures, rules of evidence, Welfare and Institutions Code, Penal Code, Government Code, Health and Safety Code, Vehicle Code and California Code of Regulations; the Department of Justice, California Highway Patrol, State Fire Marshal, POST and a manager's role in civil rights and equal employment opportunity programs.

Knowledge of personnel and budget management, organizational structure and theories of management. Principles and practices of policy formulation and development; personnel management techniques, including employee empowerment. Techniques for continuous process improvement and maintaining quality customer service; program development and evaluation; methods of administrative problem solving; program development and evaluation; principles and practices of policy formation and development. Ability to interpret statistical data and compose clear, accurate and concise reports.

**Ability to:** integrate the principles of public safety and law enforcement in a specialized environment; plan, organize, and direct the work of multidisciplinary and multicultural professional staff of peace officers, firefighters and other related classifications required in a law enforcement function; analyze administrative policies, organization, procedures and practices; understand and be able to institute current practices to ensure compliance with acceptable law enforcement functions; ensure that fire prevention and fire suppression activities are modernized and acceptable with the industry; 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 Legislative and Executive Branches; work effectively with local prosecuting agencies, local law enforcement agencies and state agencies such as the Department of Justice, California Highway Patrol and other allied agencies as needed; analyze complex problems and recommend effective courses of action; demonstrate a high level of skill in all types of communication techniques; prepare and review reports; effectively contribute to the Department's or Agency's equal employment opportunity program; and effectively perform high administrative and policy-influencing functions.

**SPECIAL PERSONAL REQUIREMENTS:** Possession of broad administrative or program management experience with substantial participation in the formulation, operation and evaluation of law enforcement program policies. Ability to demonstrate sufficient computer skills to perform various functions daily. Must be skilled in using word processing programs; email systems and data management resources.

Must be able to travel a minimum of 50% of the time using various types of transportation. Must have a valid California Driver's License.