



California Department of Child Support Services



**Regional Administrator
Exempt Appointment**

Monthly Salary Range - \$5,970.00 - \$7,580.00

Final Filing Date: April 16, 2007

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 the 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.

Under the general direction of the Directorate, and as Assembly Bill 196 requires, the Regional Administrator will oversee and provide policy influencing recommendations to counties to ensure compliance with all federal and State laws and regulations. The Regional Administrator will serve as the single point of contact for counties and provide policy influencing guidance on issues regarding the development and implementation of statewide uniform policies and procedures for local child support agencies. The Regional Administrator will represent the Department of Child Support Services (DCSS) before local Boards of Supervisors, County Executive Officers, directors of county child support agencies and other high-level officials; provide insight to the Director on sensitive issues of import to the child support program, both locally and at the state level; and enforce program policy with counties, notify them of noncompliance, and provide policy guidance to ensure corrective measures are taken.

Desirable Qualifications:

- Ability to work independently in an unstructured environment, utilize good judgment, excellent diplomatic skills, and have an acute sensitivity to the political environment of the Department.
- Administrative experience dealing with the Governor's Office, the Legislature, Departmental managers, and other high level State, Federal and local officials.
- Knowledge of the organization and goals of programs within the California Department of Child Support Services.
- Skills and abilities to implement and enforce departmental policy relative to the local administration of the child support program.
- Knowledge of the Child Support automation systems.

How to Apply: Interested candidates please submit:

- A completed Standard State Application (Form 678). **Please indicate "Exempt" Regional Administrator position on the application.**
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the desirable qualifications and qualify them for the position. The Statement should be no more than two pages in length.

Final Filing Date: April 16, 2007 by 4:30 p.m.

Filing Instructions:

Applications and Statements of Qualifications must be submitted by 4:30 p.m. by the final filing date to:

CHILD SUPPORT SERVICES, DEPARTMENT OF, Human Services Section
P.O. Box 419064 – MS 25, Rancho Cordova, CA 95741-9064
Sharon Marquez/916-464-3867
Sharon.marquez@dcss.ca.gov

Applications may be filed in person at 11150 International Drive, 2nd Floor, Rancho Cordova.