



STATE OF CALIFORNIA

An Equal Employment Opportunity Employer - 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 WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED.

INVITES APPLICATIONS FOR ASSISTANT SECRETARY OFFICE OF PROGRAM AND FISCAL AFFAIRS 24/7 FACILITIES HEALTH AND HUMAN SERVICES AGENCY EXEMPT LEVEL H

MONTHLY SALARY

\$8,630 - \$ 9,332

FINAL FILING DATE:

5/15/2012 or until filled

The Assistant Secretary, 24/7 Facilities, reports to the Undersecretary, Program and Fiscal Affairs. The position serves as a member of the Secretary's Executive Staff. This position formulates, analyzes, revises, interprets, and evaluates program and fiscal policies for multiple departments under the jurisdiction of the Health and Human Services Agency including the Department of Mental Health/State Hospitals, Department of Rehabilitation, Department of Developmental Disabilities, and the State Council on Developmental Disabilities. The Assistant Secretary also serves as chief coordinator of programs critical to the mission of the Agency including the transition of the Department of Mental Health to the Department of State Hospitals, closure of the Lanterman Developmental Center, coordination of Mental Health services in prisons and operation of state hospitals and developmental centers.

Typical duties of the position include the following:

- Serves as a member of the senior executive staff within the agency and has the authority to make decisions as a member of the executive management team. This position is the principal advisor to the Secretary, Undersecretaries, and other senior Agency staff on program and fiscal policy matters for the assigned departments and programs. Conveys Agency program and fiscal policy to their assigned departments; serves as an Agency-department communication link on program and fiscal policy matters, coordinates interdepartmental activities on critical policy issues and advises the Secretary and Undersecretaries on significant policy and program matters within Agency jurisdiction.

- Serves as statewide coordinator of major programs which are highly sensitive, visible, or complex and represents the Health and Human Services Agency on committees such as the State Council on Developmental Disabilities and the Governor's Committee on Employment of People with Disabilities.
- Provides high-level expertise in developing legislative proposals and new programs in the area of special projects impacting major population services by the various departments and ensures that the practices and policies provide for the safeguarding of State resources on a departmental, agency and statewide level. Conducts policy analyses, prepares policy option papers and legislative proposals, recommends resolution of major policies issues, and briefs the Secretary and Undersecretaries regarding significant policy matters. The decisions made and/or proposed by this position affect both the current operations of the departments within the Agency as well as their courses in the future.
- Serves as the key program and fiscal policy development position for the assigned departments and programs and bears the primary responsibility for determining the adequacy of assigned departmental budgets and spending priorities. Reviews department budgets and budget change proposals; plans and oversees the annual budget preparation process for the assigned departments; reviews and comments on legislation with impact on departmental programs and activities; works closely with the Department of Finance, the Legislative Analyst and the Legislative staff; prepares fiscal reports and reviews and approves departmental reports to legislative fiscal committees.
- Negotiates with high-level managerial staff from the Department of Finance, the Legislative Analyst's Office and Legislative budget committees on fiscal matters relating to assigned departments. Reviews and approves departmental fiscal reports to the Legislature, reviews control agency audit reports of departmental programs, and ensures that appropriate action is taken by Agency departments.
- Provides lead and coordination of programs which cross departmental lines and involve interdisciplinary function critical to the mission of the Agency such as mental health services in prison and employment of people with disabilities.

DESIRABLE QUALIFICATIONS

- Knowledge of the Health and Human Services Agency and its departments, including broad-based background of their administrative, program, fiscal, and legislative policies and procedures.
- Knowledge of and demonstrated effectiveness in implementing initiatives and policies.
- A clear understanding and knowledge of the legislative process and protocol and ability to effectively represent the Agency's executive policy and perspective to members of the State Legislature, their staff, and other individuals involved in the legislative process.
- Demonstrated capacity to work cooperatively and promote partnerships with departments within Agency, State and Federal control agencies, and the Legislature.
- Demonstrated knowledge of both state and federal funding procedures, including developing state budget proposals.
- Direct managerial experience, preferably in California State service, working with subordinate managers in administrative and policy formulation capacities, or a significant health or human service program.

- Demonstrated experience coordinating statewide programs which cross departmental lines and involve interdisciplinary functions such as mental health services in prison and employment of people with disabilities.
- Demonstrated experience working with mental health services in prisons, licensing medical and developmental centers and State Independent Living Council funding.

COMPENSATION AND BENEFITS

The State of California benefit package includes:

- Retirement contributions into the California Public Employees' Retirement System (PERS)
- Vacation and sick or annual leave
- Medical, dental and vision insurance
- Life insurance of \$50,000 basic plus \$50,000 Accidental Death and Dismemberment
- 11 holidays plus two professional development days and one personal day per year
- Voluntary enrollment into a deferred compensation program, Long Term Disability Insurance, Long Term Care Insurance, Group Term Life Insurance, and a Legal Services Plan

REVIEW AND SELECTION PROCESS

An executive screening committee will conduct a review of all resumes and Statement of Qualifications. Candidates with the most desirable qualifications will be invited for interviews. Interviews will be held in Sacramento, California. The Assistant Secretary, Office of Program and Fiscal Affairs, Health and Human Services Agency, serves at the pleasure of the Governor and is an "Exempt" position, therefore appointment to each position and salary are subject to executive approval.

HOW TO APPLY

Qualified persons must complete and file an appointment application online with Governor's Office. Qualified persons must also submit a resume of qualifications and experience, a Statement of Qualifications (no more than TWO PAGES) based on the Desirable Qualifications identified in this announcement, and three professional references (names and telephone numbers) to Annie Serda-Chavez, Personnel Bureau, Department of Social Services at 744 P Street, MS 8-15-58, Sacramento, California 95814. Annie Serda-Chavez can be reached at (916) 657-1764 or annie.serda-chavez@dss.ca.gov. For further information regarding this position, please contact Sonia Herrera at (916) 654-3454 or sherrera@chhs.ca.gov.

Appointment applications from the Office of the Governor may be obtained through the Governor's Office website at: www.gov.ca.gov or http://www.gov.ca.gov/s_appointmentsapplication.php

Note: If you have submitted your application in a previous administration or were appointed under a previous administration and wish to reapply, you must fill out the current application. We do not have access to applications from previous administrations.

If you have submitted your application under the current administration for an exempt position, it is not necessary to complete another on-line application. However, you must submit a letter of interest to the Office of the Governor stating the position(s) for which you are interested in if it has changed from when you submitted the on-line application, along with a current resume. You must also submit your resume, Statement of Qualifications, and references to the Department of Social Services as noted above in "How to Apply."