



C A L I F O R N I A D E P A R T M E N T O F
Mental Health

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free 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 laws of the State, the rules governing Civil Service, and the special trust placed in public servants.

TDD users contact the California Relay Services TDD line at 1-800-735-2929, voice line at 1-800-735-2922.

EXEMPT ANNOUNCEMENT

ASSISTANT DIRECTOR, LEGISLATION

Salary Range: \$7,815 – \$8,616

Final Filing Date: Until Filled

POSITION DESCRIPTION

Under the administrative direction of the Director and Chief Deputy Director, the Assistant Director of Legislation is responsible for developing and managing the Department's legislative program; sustains a culture of collaboration and transparency; and takes actions required to implement the key priorities discussed in the Transition Plan Documents. The incumbent represents the Department with Legislators, legislative committees, the California Health and Human Services Agency (CHHS), and the Governor's Office; advising the Director on legislative matters; and serving as a member of the Department's Executive Team.

DESIRABLE QUALIFICATIONS

1. Experience, education, certification, and training which relates to a legislative program, and managing the entire Legislative program for a medium to large department.
2. Knowledge of and experience with the organization of the California State Legislature's functions, and its administrative processes.
3. Knowledge and experience analyzing and coordinating bill analyses and legislatively mandated reports.
4. Knowledge and experience of the Department of Mental Health's organization and functions, and its statutory and legal authority within State government.
5. Experience representing a large Department or organization both orally and in writing, with the Governor's Office, the Legislature, Agency or Cabinet staff, executive management, program staff, and other State agencies.
6. Knowledge and experience managing a highly sensitive program with statewide impact, including working with the Governor's Office, Legislature, and Department of Finance.
7. Experience in administrative problem-solving and facilitating solutions to complex organizational problems.
8. Knowledge of the establishment of the new Department of State Hospitals; and the actions required to implement the key priorities discussed in the Transition Plan Documents, which is located on the DMH's Internet site at http://dmh.ca.gov/News/Transition_Plan.asp.

COMPENSATION AND BENEFITS

The salary for the Assistant Director, Legislation (Exempt) will be dependent on the qualifications/experience of the successful candidate.

As an employee of the State of California, the Assistant Director, Legislation also receives a comprehensive benefit plan including, but not limited to:

Retirement Plan

Insurance

- Health dental, vision, and life insurance programs provided. Employee contributions may be required depending on plans selected.

Leave Allowance

- Vacation and sick leave benefits provided
- 11 holidays observed

Additional information about benefits available can be viewed at:

- <http://www.dpa.ca.gov/benefits/index.htm>
- <http://www.dpa.ca.gov/publications/compensation-plus/2010/handbook.pdf>
- <http://www.dpa.ca.gov/publications/coben/2011/handbook.pdf>

FILING INSTRUCTION

1. Submit a Standard State Application (Form 678), resume, and a separate Statement of Qualifications (SOQ). Applicants who fail to submit the SOQ will be eliminated from the selection process. Resumes do not take the place of the Statement of Qualifications.
2. The SOQ must identify the applicant's experience, education, certification, and training in his/her response to the above eight (8) "Desirable Qualifications." The SOQ serves as documentation in responding to the Desirable Qualifications.
3. The SOQ must indicate your total years of experience and civil service classification (if applicable) performing each of the desirable qualifications.
4. The SOQ must follow these guidelines:
 - a) Responses must be typewritten or generated on 8 ½" x 11" paper, using no smaller than a 12-point font.
 - b) Answer each numbered item separately indicating the corresponding item number for each response.
 - c) Responses are to be complete, specific, clear, and concise.
 - d) Should be no more than four (4) pages in length.
5. The screening committee will independently evaluate each applicant's experience, education, certification, and training for the position against specific job-related criteria developed from the desirable qualifications. Therefore, it is critical that each applicant include specific information on how his/her experience, education, certification, and training meet the desirable qualifications.
6. Based upon the screening committee's evaluation of the competitive group, interviews may be conducted with only the most qualified candidates.

All application materials (Standard State Application, Resume, and SOQ) must be received by the Department of Mental Health Office by 5:00 pm on the final filing date. Application materials personally delivered, received via U.S. Postal Service, or any other delivery service after 5:00 pm on the final filing date will not be accepted.

All interested applicants may submit the State Application, Resume, and SOQ to:

**Department of Mental Health
Personnel Section - Attention: Shuet Tang
1600 9th Street, Room 121
Sacramento, CA 95814
(916) 654-2604**