

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 STATEWIDE DENTAL DIRECTOR DIVISION OF CORRECTIONAL HEALTH CARE SERVICES

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION
SACRAMENTO, CA

MONTHLY SALARY:
\$29,689 - \$32,732*

FINAL FILING DATE:
Until Filled

Under the direct supervision of the Chief Deputy Secretary, Division of Correctional Health Care Services (DCHCS), the Statewide Dental Director (SDD), provides overall supervision for dental policy and administrative services at California Department of Corrections and Rehabilitation (CDCR) institutions. The SDD, ensures that institutions conduct clinical aspects of health care programs in accordance with DCHCS, Inmate Dental Services Program (IDSP) policies and procedures, state and federal regulation requirements, and generally accepted dental standards of care. The SDD supervises the Deputy Statewide Dental Director (Operations) as well as support staff.

Duties include, but are not limited to:

- Manage, direct, and control the statewide implementation of a managed dental care system at CDCR institutions. Establish priorities and objectives for the year, in accordance with the Division's overall strategic plan. Incorporate into the IDSP Plan any mandates affiliated with *Perez vs. Tilton (Perez)* litigation and reporting responsibilities. Throughout the year, manage implementation of the IDSP Plan policies or procedures determined to improve the effectiveness and efficiency of dental practice and administration including providing regular reports to DCHCS executives on the status of activities to improve program performance and achieve litigation compliance.

- Serve as a primary liaison with partner agencies, participating in contract or Memorandum of Understanding negotiations to ensure alliance with goals and objectives outlined in the IDSP Plan. Participate in and/or direct litigation negotiations with state governmental and outside stakeholders, and identify and develop budgetary requests for resources to implement the statewide dental program necessary to improve dental care services. Ensure that program implementation is consistent with applicable standards, legal mandates, and departmental goals. Guide the implementation of initiatives to improve the efficiency of dental health care service delivery, such as consolidation of health care missions and the development of Centers of Excellence.
- Establish performance measures, monitoring systems, and regular reporting processes to demonstrate program implementation consistent with the requirements of the IDSP. Oversee the development of new program standards and clinical guidelines, or modifications to existing IDSP standards and clinical guidelines, to improve program performance, achieve strategic objectives, and comply with litigation mandates. Serve on the DCHCS Quality Management Committee as a voting member, providing input into final policy-making decisions, approving or disapproving proposed policies and protocols, and identifying areas of overlap between health program projects.
- Provide oversight to the statewide professional practice system, including self-audits, Program Support Team reviews, and public health containment activities, with focus on the Deputy Statewide Dental Director and Regional Dental Directors actions to improve the quality of services as a result of these reviews and activities. Monitor Local Professional Practice Executive Committee activities at an aggregate level. Respond directly in the event of an emergency to direct the provision of on-site care at institutions. Ensure the timely reporting of all dental emergencies which become medical emergencies, including deaths that may involve problematic clinical care issues, and direct the development, modification, and implementation of an effective process for clinical performance enhancement and review. Oversee the re-credentialing and privileging process.
- Represent the DCHCS as a liaison with outside agencies and IDSP stakeholders, including members of the Legislature, The Attorney General's Office, the Department of Finance and representatives of the *Perez* Court. Serve as a primary liaison with the federal court, producing implementation plans for court orders to ensure litigation compliance. Testify in legislative hearings, as necessary, and participate in meetings with stakeholders as a representative of the DCHCS and CDCR. Serve as a subject matter expert and Department advisor on IDSP issues and on Performance Management System principles. Serve as a member of DCHCS's executive team, participating in various steering committees and subcommittees. Participate as a member of the DCHCS Governing Body and the Pharmacy and Therapeutic Committee operated jointly by DCHCS and the Prison Receivership.
- Oversee the development of a dental strategic plan which sets dental health care priorities, plans, policies, and programs and identifies related resource needs. Ensure that institutions operate an effective quality management system for systematic program evaluation and improvement, including maintaining an effective system for minimizing under- or over-utilization of both on-site and off-site services and an effective system for reviewing prescribing practices, to identify and mitigate the ineffective use of state resources. Screen off-site hospitalizations at an aggregate level to identify strategies for reducing inappropriate use. Monitor efforts to secure or maintain necessary licensure for clinical facilities. Require on-site reviews of clinical operations as indicated.

DESIRABLE QUALIFICATIONS

- Graduation from an accredited four-year college or university. Preferred qualifications include a master's degree in Public, Business or Hospital Administration from an accredited college or university. Any satisfactory equivalent combination of experience, education, or training which ensures the ability to perform the work may be substituted for the required preferred education or experience.
- Extensive experience managing a large multi-disciplinary, geographically diverse workforce.
- Extensive knowledge of and experience in interfacing multi-faceted programs.
- Extensive experience in public administration, personnel management, and leadership.
- Extensive experience in budgetary and fiscal operations.
- Experience in analyzing and resolving program issues or problems.
- Demonstrated experience communicating effectively both orally and in writing with high-level management representatives of federal, state, and local government agencies; and internal and external stakeholders.
- Experience as a licensed dentist responsible for the management and administration of a large dental services program.

ADDITIONAL QUALIFICATIONS

- Varied administrative experience in a managerial capacity in budgets, human resources, and information systems with responsibility for the development, execution, and evaluation of programs, policies, staff development, and team building.
- Demonstrated ability to perform high administrative and major policy-influencing functions effectively, including knowledge of the regulation and statute application process, and develop positive cooperative relationships with a wide variety of customers and stakeholders.
- Demonstrated leadership, flexibility, and judgment necessary to perform effectively in a highly visible environment.
- Thorough knowledge of the organization and functions of the California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends in public administration, organization, and management techniques of motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; a state manager's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.
- Thorough knowledge of federal, state and local laws and regulations; experience in Strategic and Tactical Planning; and the ability to develop and lead initiatives that advance the organization towards its mission and successfully manage associated transitions in the workplace with minimal disruptions; and manage operations within budget and effectively communicate information.
- Demonstrated ability to plan, organize, and direct the work of multi-disciplinary professional and administrative staff; work well with law enforcement agencies and personnel; manage extensive workload; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators in multiple departments and institutions and advise them on dental health care delivery matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; communicate effectively and persuasively; develop and maintain management systems to ensure the quality and timeliness of work operations; employ strong management skills to ensure the successful implementation of the Division's mission, policies, and procedures; and effectively promote

equal opportunity in employment and maintain a work environment that is free from discrimination and harassment.

- Thorough knowledge and experience in the management of a major dental health care delivery system especially in an adult correctional organization or other governmental organization
- Knowledge of the issues currently faced by California corrections.

COMPENSATION AND BENEFITS

The State of California benefit package includes:

- Retirement contributions into the California Public Employees' Retirement System (CalPERS)
- Vacation and sick or annual leave
- Medical, dental and vision insurance
- Life insurance of \$50,000 basic plus \$50,000 Accidental Death and Dismemberment
- 13 holidays plus 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

ADDITIONAL INFORMATION

* Salary may vary depending on appropriate approvals. The monthly salary of \$29,689 - \$32,732 may or may not include a pay differential. The amount of the pay differential is not subject to CalPERS retirement provisions during the first 12-consecutive pay periods of employment. The pay differential will become subject to CalPERS retirement provisions beginning the 13th month of consecutive employment.

EXCLUDED EMPLOYEE RELOCATION CRITERIA

Applicants may be eligible for reimbursement of relocation expenses for lodging, meals, incidentals, mileage, and moving and storage. Applicants must meet qualifying relocation criteria in accordance with the guidelines set forth by the Department of Personnel Administration. Qualifying criteria will be provided to all who are selected for interviews in their interview notice.

THE DEPARTMENT

The California Department of Corrections and Rehabilitation operates all state youth facilities and adult institutions, oversees a variety of community correctional facilities and camps, and supervises all parolees during their re-entry into society. The Department's headquarters office is located in Sacramento, California.

REVIEW AND SELECTION PROCESS

An executive screening committee will conduct a review of all applications following the final filing date. Candidates with the most desirable qualifications will be invited for interviews. Interviews will be held in Sacramento, California. The Statewide Dental Director, Division of Correctional Health Care Services serves at the pleasure of the Governor and is an "Exempt" position, therefore appointment to this position and salary are subject to Executive Approval.

HOW TO APPLY

Qualified persons must complete and file an appointment application from the Office of the Governor. File the application on-line with the Governor's Office. Qualified persons must also

submit a resume of qualifications and experience, and three professional references (names and telephone numbers) to Toni Dodds, Executive Recruitment and Appointments, California Department of Corrections and Rehabilitation at P.O. Box 942883, Sacramento, California 94283-0001 or in person at 1515 S Street, Room 108N, Sacramento, California 95811. For further information regarding this position, please contact Toni Dodds at (916) 322-9223 or toni.dodds@cdcr.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 www.gov.ca.gov/appointments

DEPARTMENT OF CORRECTIONS AND REHABILITATION

Vision: With our partners, we protect the public from crime and victimization.

Mission: We enhance public safety through safe and secure incarceration of offenders, effective parole supervision, and rehabilitative strategies to successfully reintegrate offenders into our communities.