



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

EXEMPT ASSISTANT SECRETARY OFFICE OF PROGRAM AND FISCAL AFFAIRS HEALTH AND HUMAN SERVICES AGENCY

MONTHLY SALARY

\$8,630 - \$ 9,332

FINAL FILING DATE:

7/1/2011 or until filled

The Assistant Secretary, Program and Fiscal Affairs, reports to the Undersecretary, Program and Fiscal Affairs. The position serves as a member of the Secretary's Executive Staff. The Assistant Secretary, Office of Program and Fiscal Affairs formulates, analyzes, revises, interprets, and evaluates program and fiscal policies for departments assigned under the jurisdiction of the Health and Human Services Agency.

Typical duties of the position include the following:

- Conducts policy analyses, reviews issue memos, prepares policy option papers and legislative proposals, recommends resolution of major policy issues, and briefs the Undersecretary regarding significant policy matters; interprets Health and Human Services Agency, Governor's Office, and control agency policies, and ensures that department programs operate consistently with these policies; identifies cross-cutting Agency issues affecting multiple departments.
- Reviews program evaluation reports, legislative reports, controlled correspondence, and proposed regulations having significant policy impact; identifies problems, recommends changes, and approves reports and proposals; consults with legislative and Agency executive staff on the implementation of proposed or pending legislation, budget items, and other policy actions.

- Provides high-level expertise in developing legislative proposals and new programs in the area of special projects impacting major populations serviced by the various departments. Assesses the program and fiscal impact of proposed state legislation; evaluates findings and recommendations of studies about the effectiveness of programs; represents the Secretary in meetings and negotiations about program issues with state Legislative and Executive Branch staff, local government officials and provider and constituency organizations. Negotiates and resolves issues with high-level managerial staff from the Department of Finance, the Legislative Analyst's Office and legislative budget committees on fiscal and policy matters relating to assigned departments.
- Serves as the Agency coordinator for key Administration initiatives regarding major health and human services issues. Guides programs as part of the Health and Human Services Agency's Action Plan, including programs that are highly visible and critical to the Governor's agenda. The Assistant Secretary often serves as statewide coordinator of major highly sensitive, visible, or complex program changes affecting services and financial support for aged, blind and disabled persons, or cash aid recipients.
- Strategizes, organizes and manages the annual budget preparation process for the assigned departments; reviews Budget Change Proposals, out-of-state travel requests, freeze exemption requests, and Section Letters; makes recommendations on prospective department CEA appointments; advises department staff on the Administration's priorities, policies, and goals; identifies areas where savings or efficiencies could be realized; comments upon the fiscal impact of proposed legislation, regulations or policies.

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.

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 the 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 sherrera@chhs.ca.gov.

Appointment applications from the Office of the Governor may be obtained through the Governor's Office website at: <http://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."