California Department of Child Support Services

Assistant Director, Office of Executive Programs
Exempt Appointment

*Monthly Salary Range - $7,721.00 - $8,350.00

Final Filing Date: July 9, 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, the Assistant Director, Office of Executive Programs, is responsible for planning, organizing, and directing the activities of the Office of Executive Programs which includes the Information Security Office, the Office of Audits and Compliance, the Equal Employment Opportunity and Civil Rights Unit, and the Office of Organizational Planning. The Assistant Director, Office of Executive Programs, is also responsible for managing complex projects key to the department's operations with significant statewide impact, and works with the Directorate on the development of statewide program, fiscal and systems policies and procedures to ensure that the child support program performs effectively and efficiently and complies with federal and state law.

***The level of the position is pending Department of Personnel Administration approval.**

Desirable Qualifications:

- A broad range of knowledge of the organization and goals of the programs within the Office of Executive Programs including internal and external auditing, security information, program evaluation, Equal Employment Opportunity and Civil Rights, organizational planning, and strategic planning.
- Knowledge of the functions of California State Government, including the principles, practices, and trends of public administration, organization, and management.
- Knowledge of personnel management techniques, and the processes available to meet program objectives.
- Possession of the necessary skills and abilities to gain the confidence of top level administrators, develop cooperative working relationships with representatives of all levels of government, and maintain good judgment and excellent diplomatic skills.

How to Apply: Interested candidates please submit:

- A completed Standard State Application (Form 678). **Please indicate "Exempt" Assistant Director, Office of Executive Programs position # 817-150-9139-001 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: July 9, 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.