

Governors Exempt Appointment

The California Department of Public Health (CDPH) is currently recruiting for the Chief Deputy Director of Operations.

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 work place. 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 the public servants.

CLASSIFICATION: Chief Deputy Director of Operations
JOB LOCATION: Sacramento, CA
FINAL FILING DATE: July 10, 2009 or Until Filled

Position Description

The California Department of Public Health (CDPH) is dedicated to optimizing the health and well-being of the people in California. CDPH achieves its mission through the following Core Activities:

- Promoting healthy lifestyles for individuals and families in their communities and workplaces.
- Preventing disease, disability, and premature death and reducing or eliminating health disparities.
- Protecting the public from unhealthy and unsafe environments.
- Providing or ensuring access to quality, population-based health services.
- Preparing for, and responding to, public health emergencies.
- Producing and disseminating data to inform and evaluate public health status, strategies, and programs.

The Chief Deputy Director of Operations is one of two Chief Deputy Directors in CDPH. Under the administrative direction of the CDPH Director/State Public Health Officer, both Chief Deputy Directors are integral in formulating policy to achieve the mission of the department. In addition to serving as a member of the Directorate, the Chief Deputy Director of Operations will be responsible for the direct management of the Office of Civil Rights, the Office of Legal Services, the Office of Leadership and Workforce Development, and the Divisions of Administration, Information Technology Services, and Internal Audits. In addition, the Chief Deputy Director of Operations works in close cooperation with the Chief

Deputy Director of Policy and Programs on operational issues related to programs not under the Chief Deputy of Operations' direct supervision.

Qualifications

- Ability to function as part of an executive management team to plan, develop, and implement department policies and priorities.
- Ability to lead, manage, and direct operations aspects of key public health programs.
- Ability to effectively plan for and manage changes in department priorities and operations necessary to respond to public health emergencies.
- Ability to communicate effectively, orally and in writing, with the Governor's Office, the Health and Human Services Agency, CDPH executives, other state and federal agencies, the Legislature, and CDPH partners, including local health departments.

Knowledge and Abilities

Applicants must demonstrate the ability to perform high-level administrative and policy functions effectively. Such overall ability requires possession of most of the following specific knowledge and abilities:

- Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration including the budget process, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management techniques; and internal audits.
- Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; 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 and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, the Legislature, and the Executive branch; analyze complex problems and recommend effective courses of action; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

Desirable Characteristics

- Experience with a broad range of public health programs.
- Executive level experience in planning, organizing, and operating administrative functions for a large public or private entity.

- A track record of recruiting, managing, and retaining top-level managers who function effectively as a team.

Application Information

Interested candidates should submit:

- A resume
- Three professional references (name, telephone number, and email address)
- A statement of qualifications, no more than three pages in length, that describes how the candidate's background and experience specifically relates to the ability to perform the duties of this position

Submit all documents and any questions to:

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