



ADMINISTRATOR, VETERANS HOME OF CALIFORNIA – WEST LOS ANGELES



Governor's Exempt Appointment Position effective January 1, 2008

EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, 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 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.

EMPLOYMENT OPPORTUNITY

FINAL FILING DATE: Open Until Filled

SALARY: Exempt Level H - \$8,496 - \$9,190 / month

LOCATION: 800 Bringham Road, West Los Angeles, CA 90049-4704

WHO SHOULD APPLY: Health Care Administrators, with a Masters in Public Health Administration or equivalent. Fellow American College of Healthcare Executives preferred. Eligible honorably discharged veterans are encouraged to apply.

DUTIES:

PRE-ACTIVATION

The Veterans Home Of California, West Los Angeles (VHC-WLA) Administrator will have overall administrative responsibility for three new Veterans Homes in their pre-activation, activation and operations phase of development. This Administrator will be responsible for coordination/communications with departmental headquarters on all matters related to the new home construction, program implementation and operations of the new State Veterans Home. Under the direction of the Deputy Secretary, Veterans Homes Division, the Administrator will coordinate the design and early implementation of all institutional programs and new employee activities. The Administrator will supervise all non-medical and medical staff during the construction phase of the new State Veterans Home project. Critical activation functions that will need leadership influence and hands on activity are:

- Select and hire additional activation team members
- Provide ongoing leadership and management to the program and business services staff for the home during all phases of development
- Review and revise staffing plans as necessary
- Complete supervisory training
- Supervise development of site-specific policies and procedures
- Develop a working knowledge of all appropriate policies and procedures that are standard to all Veterans Homes
- Network with current Home Administrators for State home orientation to all administrative, support and program operations
- Set up temporary and permanent offices
- Secure licenses to operate each of the three levels of care
- Network with key Veteran Service Organizations

POST-ACTIVATION

- Direct the planning, implementation, modification or termination of all projects and services; supervise the administration of all medical and non-medical service units (with the exception of those that are administered through Headquarters); direct, coordinate, integrate and review the work of the various service units; establish priorities for the effective delivery of various health related and non-health related services.
- Coordinate the development of the Agency's annual budget relating to the home; appear at hearings with the Department of Finance and legislative budgetary committees as requested; act as advisor to Veterans Home executive management concerning issues of significant policy impact; assure that policy is implemented uniformly; and evaluate program accomplishments.
- Represent the Veterans Home, through contacts with private and public organizations, community groups and citizens committees.
- Ensure that the Home meets all licensing and certification standards through planning, training, physical facility improvement, policies and procedures with ongoing contacts with regulatory agencies such as the Department of Health Services, California Medical Association, USDVA, the Department of Social Services and the Veterans Administration Governing Board.
- Review and make recommendations regarding proposed legislation that affects the care of aged and/or disabled wartime veterans whom the Veterans Home serves.

The candidate must also have the ability to understand and comply with a complex system of laws and regulations to include: Health and Safety Code-Division 2 Chapter 3.3, Welfare and Institutions Code-Division 9 Chapter 8.7, Title 22 -Division 1.8 Chapter 1.5 (Department of Aging Regulations), Title 22-Division 3 Chapter 5 (MediCal Certification Regulations), Title 22-Division 5 Chapter 10 (Licensing Regulations), Title 22-Division 6 Chapter 8 (Residential Care for the Elderly), CFR Part 52 (Per Diem for Adult Day Health Care of Veterans in State Homes.

A preliminary review of all applications will occur by an Executive Screening Committee. Only the most qualified candidates will be invited for interview. A recommendation will be made to the Governor's Office for appointment to this Exempt position.

All interested applicants must file a standard state application (Form 678), resume and a separate "Statement of Qualifications" specifying how the candidate's background and experience relates to the applicant's ability to perform in the specified position. The "Statement" should be no more than three pages in length. Submit these documents to:

**Department of Veterans Affairs
Human Resources Office
1227 O Street, Room 402
Sacramento, California 95814
Attention: Danette Baker**

IN ADDITION, YOU MUST SUBMIT THE ON-LINE GOVERNOR'S APPOINTMENT APPLICATION, LOCATED AT [HTTP://GOVERNOR.CA.GOV](http://GOVERNOR.CA.GOV) DIRECTLY TO THE GOVERNOR'S OFFICE.

Questions regarding the application process may be directed to DanetteBaker@cdva.ca.gov or (916) 651-7799.

TDD is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD device. (916) 653-1966.