



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

DEPUTY DIRECTOR/PUBLIC AFFAIRS AND OUTREACH PROGRAMS

**CALIFORNIA DEPARTMENT OF
SOCIAL SERVICES
SACRAMENTO, CALIFORNIA**

**MONTHLY SALARY
\$6,922 - \$7,485**

**FINAL FILING DATE:
July 25, 2011 or Until Filled**

Under the administrative direction of the Director/Chief Deputy Director, the Deputy Director, Public Affairs and Outreach Programs, serves as the Public Information Officer for the Department. The Deputy Director will advise and assist the Directorate in the overall planning, development and direction of all public awareness and outreach activities related to Departmental programs.

DESIRABLE QUALIFICATIONS

- Knowledge of the Department's mission, organization, goals, commitments, and priorities.
- Ability to coordinate statewide media coverage to communicate significant programs and issues.
- Ability to respond to inquiries from news media relative to Department's functions and activities and issues.

- Excellent interpersonal and communication skills, management and leadership skills to ensure successful performance in an Executive role.
- Excellent written and oral communication skills.
- Experience writing/developing public service announcements, newsletters, information announcements and brochures.
- Experience in developing programs/materials to increase public awareness relative to the CalWORKs, foster care, child welfare, adoptions, adult protective services, and child abuse prevention programs.
- Experience advising executive staff on a wide range of public affairs/outreach issues, and formulating and executing effective strategies to accurately present department issues.
- Experience that demonstrates excellent judgment, political sensitivity, diplomacy and tact.
- Ability to provide support to the California Health and Human Services Agency as directed to promote major initiatives of the Agency and/or Administration.

ADDITIONAL QUALIFICATIONS

- Knowledge of the Department's mission, organization, goals, functions, and policies as well as its contractual relationships with other state, federal, and local entities.
- Varied administrative experience in a managerial capacity in budgets, personnel, 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 and develop positive cooperative relationships with a wide variety of customers and stakeholders.
- 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; 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; supervise, conduct, direct, and review complex and sensitive legal caseloads of all types.
- Thorough knowledge of the social service program organizations, State government, and the legislative process in California.

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

THE DEPARTMENT

The California Department of Social Services serves, aids and protects needy and vulnerable children and adults in ways that strengthen and preserve families, encourage personal responsibility and fosters independence. The Department's headquarters office is located in Sacramento, California.

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 Deputy Director/Public Affairs and Outreach Programs 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 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 Vickiann Tapia, Manager, Personnel Bureau, Department of Social Services at 744 P Street, MS 8-15-58, Sacramento, California 95814. For further information regarding this position, please contact Nancy Lee at (916) 654-5888 or nancy.lee@dss.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."