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Edmund G. Brown Jr.,
Governor



State of California
Health and Human Services Agency

Employment Opportunity

Executive Officer (Exempt - Level O)

Permanent-Full Time

Position Number: 813-093-8942-001

(\$6,297-6,811)

The Department of Rehabilitation

The Department of Rehabilitation works in partnership with consumers and other stakeholders to provide services and advocacy resulting in employment, independent living and equality for individuals with disabilities.

The California Committee on Employment of People with Disabilities

New to the Department of Rehabilitation in 2012, the California Committee on Employment of People with Disabilities (CCEPD) serves to advance the employment of people with disabilities. With staff support from the Department of Rehabilitation, the CCEPD builds on the legacy of the former "Governor's Committee on Employment of People with Disabilities" to work with representatives of business, members of the disability community, and state and federal government to advance employment opportunities for people with disabilities in California.

The primary function of the CCEPD is to consult with and advise the Secretary of the Labor and Workforce Development Agency and the Secretary of the California Health and Human Services Agency on all issues related to full inclusion in the workforce of persons with disabilities, in order to:

- Bring individuals with disabilities into gainful employment at a rate that is as close as possible to that of the general population.
- Support the goals of equality of opportunity, full participation, independent living, and economic self-sufficiency for these individuals.
- Ensure that state government is a model employer of individuals with disabilities.
- Support state coordination with, and participation in, benefits planning training and information dissemination projects supported by private foundations and federal grants.

The CCEPD will meet at least four times per year, to the extent funding is available, providing a forum through which the disability community, business leaders, state departments, boards, councils, and local service providers will collaborate to:

- Develop a comprehensive strategy to identify goals and activities that result in an increased rate of employment for people with disabilities
- Coordinate an annual event for youth with disabilities
- Facilitate, promote, and coordinate dissemination of information on employment supports and benefits, including the Ticket to Work program and health benefits to individuals with disabilities, consumers of public services, employers, service providers, and state and local agency staff.

Executive Officer Position Description:

Under the general direction of the Deputy Director of Independent Living and External Affairs Division, the Executive Officer will work with the CCEPD to fulfill its vision of reaching full inclusion of people with disabilities in the workforce in accordance California's Workforce Inclusion Act, Assembly Bill 925 and amended in Assembly Bill 119.

The incumbent will be responsible for leading a small staff team with a vast scope of field experience in providing services to the disabled community and with CCEPD members to establish a vision for improving the employment rate of Californians with disabilities. The executive officer is responsible for providing guidance, direction, and executive leadership to the CCEPD members and staff regarding the development and implementation of CCEPD priorities, and building collaborative relationships with other state and local partners to accomplish these priorities.

Duty Statement available upon request.

Desirable Qualifications:

The Executive Officer must be a highly experienced professional with a demonstrated track record of successful accomplishments in the disability and employment arena. Qualified candidates will be expected to possess:

- Experience working with boards and commissions
- Understanding of and experience advocating for the employment needs of persons with disabilities
- Understanding of the barriers to employment which persons with disabilities experience
- Knowledge of state and federal laws and regulations that apply to and impact the CCEPD's goals and recommendations
- Knowledge of the wide range of federal and state agencies and regulations that apply to people with disabilities and their employment, and how they impact the work of the CCEPD and the CCEPD's mission, goals, and priority development
- Knowledge of the various state and local programs, CCEPDs, services, agencies, organizations, and promising practices that support the employment and independence of youth and adults with disabilities
- Ability to represent the CCEPD during presentations and meetings with representatives of business, the community, other committees and councils, and high-level administrators

- Ability to build relationships and work collaboratively with multi-disciplinary professionals, private and community-based organizations, and government departments and agencies
- Ability to lead, manage, and direct CCEPD members and staff in order to inspire action and change
- Ability to develop cooperative and effective working relationships to gain the confidence and support of top level administrators and leadership within state departments, non-profit organizations, community-based agencies, private organizations, and state and local CCEPDs and councils

Special Personal Characteristics:

Vision and outcome – Develops the vision and outcome to gain alignment in the following activities: development of projects, tasks, and activities; CCEPD and staff decision making; report development; and relationship building with partners and stakeholders. Communicates the CCEPD's vision in terms that allow current and potential partners and stakeholders to understand and support it.

Leadership – Embraces the role and continuously models the behaviors, traits, values, and characteristics of a successful leader; ability to set a positive example and embrace a visionary role to help guide the CCEPD and staff in prioritization of activities.

Trust – Earns, maintains, and is bestowed with trust from direct reports, peers, partners and stakeholders; recognizes others accomplishments and acknowledges his/her errors and weaknesses; is an active listener and listens for alignment, not agreement; places trust in others' actions and supports their decisions and growth.

Judgment – Recognizes the consequence of actions, accurately assesses the environment, applies appropriate discretion, and draws upon relevant experience; appropriately assesses risk, and determines assumable risk.

Relationships – Develops, enhances, and values relationships with direct reports, peers, partners, and stakeholders; values and draws upon collaboration and partnership in executing the duties and responsibilities of the executive officer and the entire CCEPD.

Values – Readily identifies what drives, motivates, and guides others' work; recognizes and employs the principles integral to each individual's and organization/agency's core; and focuses on what works or does not work, and not on right or wrong.

Decision Making – Makes decisions informed by objective data, research, analysis, and input from team members and key stakeholders; makes hard decisions, and assumes responsibility and accountability for decisions made; champions change and exercises the risk-taking necessary to achieve innovation among individuals, peers, partners, stakeholders, and systems.

Communication – Uses interpersonal, networking, and conflict resolution skills to effectively relate to others with empathy and mutual respect; prepares well for influencing opportunities, individuals, or groups; anticipates audience needs and interests; speaks clearly and negotiates issues face-to-face and in writing; promptly follows-up on issues and action items related to staff and CCEPD relations.

Knowledge-Based Focus – Sees the "bigger picture" based on knowledge of the political, social, technological, and governmental environments that impact policy and programs related to employment for people with disabilities; ensures that evolving technologies are constantly applied and that critical institutional knowledge is effectively managed and preserved for future CCEPD use.

Customer Focus – Accurately identifies the CCEPD's customers and stakeholders; models and conveys the importance of customer service; and ensures ongoing process measurement and improvement so that the customers' expectations are met or exceeded.

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; and principles and practices of policy formulation and development.
- 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; and develop cooperative working relationships with representatives of all levels of government, the Legislature, and the Executive Branch.

Submit a resume, Statement of Qualifications* (11 point Arial font, 2 pages), copy of the Governor's Exempt Appointment Application, and three professional references to:

Department of Rehabilitation
Attn: Michelle Davis
721 Capitol Mall
Sacramento, CA 95814
(916) 558-5444
Michelle.Davis@dor.ca.gov

Final Filing Date: Documents must be physically received at the DOR by close of business on August 30, 2012 or Until Filled.

* A "Statement of Qualifications" is a discussion describing how a candidate's education, experience, knowledge, skills, and abilities meet the minimum and desirable qualifications for this position. The statement should be no more than two (2) pages in length. Resumes do not take the place of the "Statement of Qualifications."