



C A L I F O R N I A D E P A R T M E N T O F
Mental Health

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 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.

TDD users contact the California Relay Services TDD line at 1-800-735-2929, voice line at 1-800-735-2922

EXEMPT ANNOUNCEMENT

FOR

MEDICAL DIRECTOR, NAPA STATE HOSPITAL

Salary Range: \$17,068 - \$24,495

Final Filing Date: Until Filled

POSITION DESCRIPTION

The Napa State Hospital Medical Director is the primary physician of the hospital and has responsibility for development of standards, policies, and procedures for clinical practice in the hospital; organization, integration, and continuing education of all clinical staff; direction and coordination of diagnostic, and evaluative activities; treatment programs, and care of patients; and implementation of Federal and State laws and regulations, and Department of Mental Health policies, and directives which pertain to the clinical functions of the hospital. The individual maintains liaison with national, state, and local mental health agencies, and professional and educational organizations in order to keep abreast of contemporary standards and knowledge; participates in recruitment, selection, and allocation of all clinical staff; makes recommendations to the Executive Director about selection and direction of program staff, administrative staff, and committee memberships; and represents the Department and the hospital as required in consultation and negotiations with external agencies, community representatives, professional visitors from other States and countries, and news media.

Possession of the legal requirements for the practice of medicine in California as determined by the California Board of Medical Quality Assurance or the Board of Osteopathic Examiners will be required for this position. (Applicants who are in the process of securing approval of their qualifications by the Board of Medical Quality Assurance or the Board of Osteopathic Examiners will be admitted to the examination, but the Board to which application is made must determine that all legal requirements have been met before candidates will be eligible for appointment.)

SPECIAL PERSONAL CHARACTERISTICS

Demonstrated leadership ability; sympathetic and objective understanding of the problems of the mentally ill and developmentally disabled; tact; patience; and emotional stability.

DESIRABLE QUALIFICATIONS

1. Managerial experience of medical personnel in a hospital or psychiatric facility.
2. Experience and knowledge of the principles and practices of psychiatry, psychiatric social work, and other clinical therapies and ancillary medical services as demonstrated in the selection and allocation of clinical staff.
3. Knowledge of administrative problem solving; principles and practices of personnel management.
4. Knowledge of planning, evaluating, and administering the work of a multi-disciplinary treatment program including recommending effective courses of action related to treatment programs and the general administration of clinical services.

5. Analyzing complex problems and recommending effective courses of action related to policy and procedure.
6. Negotiation and communication skills requiring the ability to deal with a variety of sensitive internal and external issues.
7. Ability to present self and ideas effectively; establish and maintain effective working relationships with staff, top level administrators, representative to all levels of government – national, state, and local as well as the general public.
8. Knowledge of California laws and rules pertaining to clinical functions of the hospital administration.
9. Knowledge of Joint Commission on Accreditation of Healthcare Organizations policies and standards.
10. Knowledge of the mental health model based on the concept of recovery from severe mental disorders and its application in an inpatient psychiatric hospital.
11. Leadership and management ability in addition to showing initiative and independence of action in policy and decision-making.
12. Knowledge of professional and educational organizations particularly focused in principles of forensic recovery models.
13. Knowledge of California State government including the organization and practices of the legislature and Executive Branch and knowledge of Department of Mental Health and mental health programs.

FILING INSTRUCTIONS

1. Submit a Standard State Application (Form 678) and a separate "Statement of Qualifications".
2. The Statement of Qualifications must consist of a description (outlined, narrative, or bullet points) of your education, training, and experience as they relate to the minimum qualifications and desirable qualifications for the position.
3. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and **NO MORE THAN THREE PAGES IN LENGTH with the font size of at least 10**. Applicants who fail to submit the Statement of Qualifications will be eliminated from this examination process.
4. Resumes do not take the place of the Statement of Qualifications.

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Application for Examination". You will be contacted to make specific arrangements.

All interested applicants may submit the State Application, resume, and Statement of Qualifications to:

**Department of Mental Health
Personnel Section - Attention: Shuet Tang
1600 9th Street, Room 121
Sacramento, CA 95814**

Questions regarding this position may be directed to Shuet Tang at (916) 654-2604.