

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 DIRECTOR HEALTH CARE OPERATIONS DIVISION OF CORRECTIONAL HEALTH CARE SERVICES

**CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION
SACRAMENTO, CALIFORNIA**

**MONTHLY SALARY
\$12,668***

**FINAL FILING DATE:
Until Filled**

Under the direction of the Chief Deputy Secretary, Division of Correctional Health Care Services (DCHCS) of the California Department of Corrections and Rehabilitation, the Director of Health Care Operations is responsible for planning, developing, implementing, and setting policies for administrative operations of the Department's statewide health care delivery system, including management oversight of all administrative functions. Administrative functions include budgets, expenditure control, personnel, facilities development, training, contracts development, dental and mental health facility planning and program construction expertise, licensing, and planning and program coordination. This position manages the evaluation of program performance and regional health care administration. This position will also play a significant role in transition and liaison activities including facilities management between the Office of the Receiver and DCHCS. The position acts for the Chief Deputy Secretary in his/her absence on all matters effecting the division.

Duties include, but are not limited to:

- Serve as the primary transition manager and liaison with the Office of the Receiver on all matters pertinent to the division. This includes information technology, health care policies and procedures, facility management, administrative issues, and dental and mental health issues.
- Provide administrative oversight for the development of the division's budget, and provides advice and recommendations to the Chief Deputy Secretary and at the executive level for the Department's fiscal appropriation for the statewide health care delivery system.
- Assist the Chief Deputy Secretary in ensuring that all applicable laws, regulations and administrative policy decisions are successfully implemented through the division's policies and systems.
- Supervise and manage high level executives in the division at the Career Executive Assignment level including all DCHCS Regional Administrators, including administrative oversight of health care operations in the 33 prisons.
- Represent the Department on matters involving DCHCS before the Legislature, national forums, and meetings with legislators, the Governor's Office, Department of Finance, Division of Juvenile Justice, and regulatory agencies.
- Participate in the formulation, implementation and evaluation of the Division's policies and programs as a senior member of the Executive Staff.

DESIRABLE QUALIFICATIONS

- Graduation from an accredited four-year college or university. Preferred qualifications include a master's degree in Public, Business or Hospital Administration from an accredited college or university. Any satisfactory equivalent combination of experience, education, or training which ensures the ability to perform the work may be substituted for the required preferred education or experience.
- Extensive experience managing a large multi-disciplinary, geographically diverse workforce.
- Extensive knowledge of and experience in interfacing multi-faceted programs.
- Extensive experience in public administration, personnel management, and leadership.
- Extensive experience in budgetary and fiscal operations.
- Experience in analyzing and resolving program issues or problems.
- Demonstrated experience communicating effectively both orally and in writing with high-level management representatives of federal, state, and local government agencies; and internal and external stakeholders.

ADDITIONAL QUALIFICATIONS

- Varied administrative experience in a managerial capacity in budgets, human resources, 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, including knowledge of the regulation and statute application process, and develop positive cooperative relationships with a wide variety of customers and stakeholders.
- Demonstrated leadership, flexibility, and judgment necessary to perform effectively in a highly visible environment.
- 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; and the 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; work well with law enforcement agencies and personnel; manage extensive workload; 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 in multiple departments and institutions and advise them on dental health care delivery matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; communicate effectively and persuasively; develop and maintain management systems to ensure the quality and timeliness of work operations; employ strong management skills to ensure the successful implementation of the Division's mission, policies, and procedures; and effectively promote equal opportunity in employment and maintain a work environment that is free from discrimination and harassment.
- Thorough knowledge and experience in the management of a major dental health care delivery system especially in an adult correctional organization or other governmental organization
- Knowledge of the issues currently faced by California corrections.

COMPENSATION AND BENEFITS

The State of California benefit package includes:

- Retirement contributions into the California Public Employees' Retirement System (CalPERS)
- Vacation and sick or annual leave
- Medical, dental and vision insurance
- Life insurance of \$50,000 basic plus \$50,000 Accidental Death and Dismemberment
- 13 holidays plus 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

ADDITIONAL INFORMATION

* Salary may vary depending on appropriate approvals. The monthly salary of \$12,668 may or may not include a pay differential. The amount of the pay differential is not subject to CalPERS retirement provisions during the first 12-consecutive pay periods of employment. The pay differential will become subject to CalPERS retirement provisions beginning the 13th month of consecutive employment.

EXCLUDED EMPLOYEE RELOCATION CRITERIA

Applicants may be eligible for reimbursement of relocation expenses for lodging, meals, incidentals, mileage, and moving and storage. Applicants must meet qualifying relocation criteria in accordance with the guidelines set forth by the Department of Personnel Administration. Qualifying criteria will be provided to all who are selected for interviews in their interview notice.

THE DEPARTMENT

The California Department of Corrections and Rehabilitation operates all state youth facilities and adult institutions, oversees a variety of community correctional facilities and camps, and supervises all parolees during their re-entry into society. The Department's headquarters office is located in Sacramento, California.

REVIEW AND SELECTION PROCESS

An executive screening committee will conduct a review of all applications following the final filing date. Candidates with the most desirable qualifications will be invited for interviews. Interviews will be held in Sacramento, California. The Director, Health Care Operations serves at the pleasure of the Governor and is an "Exempt" position, therefore appointment to this position and salary are subject to Executive Approval.

HOW TO APPLY

Qualified persons must complete and file an appointment application from the Office of the Governor. File the application on-line with the Governor's Office. Qualified persons must also submit a resume of qualifications and experience, and three professional references (names and telephone numbers) to Toni Dodds, Executive Recruitment and Appointments, California Department of Corrections and Rehabilitation at P.O. Box 942883, Sacramento, California 94283-0001 or in person at 1515 S Street, Room 108N, Sacramento, California 95811. For further information regarding this position, please contact Toni Dodds at (916) 327-9223 or Toni.Dodds@cdcr.ca.gov.

Appointment applications from the Office of the Governor may be obtained through the Governor's Office website at: www.gov.ca.gov or www.gov.ca.gov/appointments

DEPARTMENT OF CORRECTIONS AND REHABILITATION

Vision: With our partners, we protect the public from crime and victimization.

Mission: We enhance public safety through safe and secure incarceration of offenders, effective parole supervision, and rehabilitative strategies to successfully reintegrate offenders into our communities.