



CALIFORNIA DEPARTMENT OF  
**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, or (916) 322-1700.

**EXEMPT ANNOUNCEMENT**

**FOR**

**ASSISTANT DEPUTY DIRECTOR,  
COMMUNITY SERVICES DIVISION**

**Salary Range: \$7984 - \$8634**

**Final Filing Date: October 1, 2008**

**DUTIES/RESPONSIBILITIES**

Under the administrative direction of the Deputy Director, Community Services Division (CEA 4), the Assistant Deputy Director plans, organizes and directs the activities of the Community Services Division. As a member of the Department's senior management team, the incumbent will formulate, implement and interpret branch policies and procedures; advise the Deputy Director, Chief Deputy Director (Exempt) and Director (Exempt) on all matters relating to the Community Services Division.

In the absence of, at the direction of, or in concert with the Deputy Director, the incumbent has day-to-day operational responsibility for the activities of the Community Services Division. Assists the Deputy Director in planning, developing, administering, organizing and directing the Community Services Division programs and services. Functions as a first or second level supervisor to the CEAs, and managers within the Division. Provides direction to five branches within the Community Services Division on issues of Medi-Cal, implementation of systems of care, research and evaluation, pilot project development, and various other initiatives. Supports the Deputy Director in setting program vision and helps formulate strategic goals and priorities for the Division. Provides oversight and guidance on state administered or statewide mental health programs. As an integral member of the department's executive management team, has responsibility for policy making and goal setting decisions for the Division. Represents the Deputy Director in policy and decision-making meetings in and outside the department with other governmental and nongovernmental organizations. Responsible for the development and oversight of the Division's budget. Supervises legislative activities including bill analysis and legislative report preparation.

**FILING INSTRUCTIONS**

**All interested applicants must submit a standard state application (Form 678), resume and a separate Statement of Qualifications that demonstrates the following:**

- Depth and breadth of experience in planning, formulating and implementing policy.
- Depth and breadth of experience analyzing complex problems, recommending effective courses of action and developing mechanisms for evaluation and program monitoring.
- Depth and breadth of experience in State government interpreting and applying the Welfare and Institutions Code, California Code of Regulations and the Federal Security Act.
- Depth and breadth of experience negotiating sensitive, complex, and political issues with a variety of stakeholders and communicating to internal and external audiences on these issues.

- Depth and breadth of experience managing significant department activities and programs during a time of tremendous change and innovation to achieve defined objectives in a timely, collaborative and cost-effective manner.
- Depth and breadth of experience working with the Governor's Office, legislators and their staff, agency secretaries and their staff, and directorate level staff.
- Depth and breadth of experience in program management including the development of program budget and determining departmental legislative positions.
- Depth and breadth of experience in managing multiple, high-level priorities across Division programs.
- Knowledge of California's mental health system and the Mental Health Services Act. Knowledge of mental health delivery systems.
- Managerial experience with a level of responsibility not less than a Staff Services Manager II.

Please limit your Statement of Qualifications to two typed pages with a font size of at least 10 (ten).

All interested applicants' State Application, resume and Statement of Qualifications must be received by **October 1, 2008.**

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

Questions regarding this position may be directed to Cynthia Krohn at (916) 654-2351.