



Exempt Position



GOVERNOR'S EXEMPT APPOINTMENT

THIS AGENCY GUARANTEES 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 STATE 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.

EMPLOYMENT OPPORTUNITY

DEPARTMENT: CALIFORNIA HEALTH AND HUMAN SERVICES AGENCY

POSITION TITLE: ASSISTANT SECRETARY, OLMSTEAD
PROGRAM AND FISCAL AFFAIRS

SALARY: EXEMPT LEVEL K
\$7,366 - \$7,966 per month

FINAL FILING DATE: Open Until Filled

DUTIES AND RESPONSIBILITIES

The Assistant Secretary reports to the Deputy Secretary for the Office of Program and Fiscal Affairs, and serves as a member of the Secretary's executive staff. The position formulates, analyzes, revises, interprets, and evaluates long-term care program policies related to the implementation of the *Olmstead* Decision as well as aging issues, and includes oversight and coordination of activities for the Alzheimer's Disease and Related Disorders Advisory Committee (per California Health and Safety Code section 1568.15 et seq.) that meets quarterly.

On September 27, 2004, Governor Schwarzenegger signed Executive Order S-18-04 affirming California's commitment to provide services to people with disabilities in the most integrated setting, assigning certain responsibilities to the Health and Human Services Agency, and establishing the *Olmstead* Advisory Committee. This Assistant Secretary has full responsibility for the successful implementation of the Executive Order, as well as coordinating activities associated with the Advisory Committee, which meets quarterly. The position serves as the chief advisor to the Secretary and the Governor on long-term care issues.

As a member of the Secretary's executive staff, the Assistant Secretary provides coordinated, cohesive policy guidance to allow for more effective planning for long-term care and aging programs to ensure older Californians and persons with disabilities have appropriate access to and choices for community-based services and placement options.

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

The position has a wide variety of program responsibilities and is expected to consistently exercise a high degree of initiative, independence, originality and judgment in performing all duties. The duties include, but are not limited to:

- Oversee and direct operations for the *Olmstead* Advisory Committee and the Alzheimer's Disease and Related Disorders Advisory Committee; review and make recommendations on departmental budgets that relate to long-term care and aging programs and projects and other programs as assigned; review and make recommendations on departmental legislation that relate to long-term care and aging programs and projects; develop legislation consistent with the recommendations of the *Olmstead* Advisory Committee and the Governor's priorities; provide recommendations about pursuing federal or other grants related to aging and long-term care; and provide guidance to appropriate CHHS departments on aging and long-term care issue as well as identify cross-cutting issues with CHHS and non-CHHS departments (such as Caltrans and Housing and Community Development) on policies related to aging and long-term care planning.
- Coordinate activities associated with aging and long-term care policies among CHHS departments, non-CHHS departments, and stakeholders; develop and oversee plans for consolidating programs; develop strategies to improve the quality and accessibility of consumer information on long-term care; provide input to strategic planning efforts for long-term care and aging programs; make recommendations to improve program coordination, integration, and effectiveness statewide; develop strategies to monitor consumer responsiveness to aging services and programs; identify and respond to consumers currently underserved, or outside of, the current long-term care system; organize and staff various stakeholder meetings and calls, including briefings and forums related to long term care and *Olmstead* policies; and act as CHHS Agency representative for aging and *Olmstead*-related projects such as the Mobility Action Plan Advisory Committee led by Caltrans.
- Provide oversight and guidance to the California Community Choices (CCC) and California Community Transitions (CCT) federal grant demonstration activities; participate in meetings, as appropriate, review plans, letters, and other documents; offer technical assistance on challenges encountered, particularly cross-Agency and cross-department challenges; and ensure the *Olmstead* Advisory Committee is apprised of CCC and CCT activities and opportunities.
- Develop relationships with and coordinate activities, as appropriate, with the State Independent Living Council, California Commission on Aging, California Health Incentives Improvement Project, Governor's Committee on Employment of People with Disabilities, and other groups and stakeholders.
- Plan, develop, organize and manage the annual budget preparation process for assigned department(s); reviews departmental Budget Change Proposals, out-of-state travel requests, freeze exemption requests, Section 27 and Section 28 letters; make recommendations on prospective department CEA and exempt appointments; advise departmental staff on areas where savings could be realized; comment upon the fiscal impact of proposed legislation, regulations or policies.

A preliminary review of all applications will occur by an Agency screening committee. Only the most qualified candidates will be invited to the interview. The interviews will be held in Sacramento. The Assistant Secretary, *Olmstead*, serves at the pleasure of the Governor; therefore, appointment to this position and salary are subject to Governor's Office approval for this exempt position.

DESIRABLE QUALIFICATIONS

Applicants must demonstrate sufficient knowledge of the organization, mission and statutory environment of the CHHS Agency to allow the exempt appointee to function effectively in a policy-influencing assignment. Such overall ability requires possession of most of the following more specific knowledge and abilities:

- (1) 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, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management techniques; the Agency's equal employment opportunity program objectives; and an administrator's role in the equal employment opportunity program.
- (2) Ability to: plan, organize, and facilitate 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; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches; analyze complex problems and recommend an effective course of action; prepare and review reports; effectively represent the Agency in both written and verbal communications and effectively contribute to the Agency's equal employment opportunity objectives.

FILING INFORMATION

All interested applicants must file a standard state application (Form 678), resumé, and a separate Statement of Qualifications (SOQ) specifying how the candidate's background and experience relates to the applicant's ability to perform in the specified position. The SOQ should be no more than three pages in length. In addition, candidates must submit three professional references (names and telephone numbers) with the application. Submit all documents to:

**California Health and Human Services Agency
c/o Department of Social Services
Personnel Bureau
744 P Street, MS 15-58
Sacramento, California 95814
Attention: Julie Love**

**IN ADDITION, YOU MUST COMPLETE THE ON-LINE GOVERNOR'S APPOINTMENT APPLICATION,
LOCATED AT: www.gov.ca.gov**

POSITION TITLE: Health and Human Services, Assistant Secretary, Long-Term Care

Questions regarding the application process may be directed to Lorna Fong, CHHS, at (916) 654-3454.