



EMPLOYMENT OPPORTUNITY

CHIEF FOOD STAMP BRANCH WELFARE TO WORK DIVISION

(EXEMPT POSITION)

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. 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.

Department: CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

Position title: Chief, Food Stamp Branch
Welfare to Work Division
(EXEMPT POSITION)
(PENDING CONTROL AGENCY APPROVAL)

Annual Salary: \$93,780 - \$103,392

Final File Date: DECEMBER 1, 2008

DUTIES AND RESPONSIBILITIES

Under the general direction of the Deputy Director of the Welfare to Work Division (CEA 3), the Chief of the Food Stamp Branch is responsible for providing policy direction and monitoring program areas subject to severe federal sanctions. The Food Stamp Branch is comprised of the Food Stamp Policy Bureau and the Field Operations, Employment, and Corrective Action Bureau. The Branch Chief oversees, plans, directs and coordinates the activities of the Branch.

The Branch Chief is responsible for managing the two bureaus mentioned above and is required to direct all activities of California's Food Stamp Program and the California Food Assistance Program. In addition to regulatory and legislative changes, the FSB Chief is a principal advisor to the Deputy Director on technical and sensitive materials, and has regular dealings with members of the Legislature or their staff, state agencies, county welfare directors, federal officials and congressional staff, and Food Stamp

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

directors from other states. The FSB Chief directs and participates in the decision making for policy development, application and maintenance of uniform, statewide, programmatic and fiscal procedures related to the eligibility determination and employment services components of the Food Stamp Program. The FSB Chief also provides leadership in monitoring the activities of quality control reviews of the Food Stamp Program and other corrective action activities critical to maintaining California's error rate below the national average. Additionally, the Chief is involved with nutrition education programs as they relate to food stamp recipients. In the event of a disaster in the state, the Chief oversees the food stamp response to that disaster and works in close coordination with federal and county officials.

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MINIMUM QUALIFICATIONS

Education equivalent to graduation from an accredited college or university with major coursework in public administration, business, social work, or a closely related field.

Should have sound management skills and an entrepreneurial approach to successfully addressing challenging issues in a fast-paced environment.

DESIREABLE QUALIFICATIONS

Experience in or knowledge of California's food stamp program involving state or county roles or experience in the food stamp program in another state or local government..

Management level experience in managing state or local welfare or social services programs.

SUPPLEMENTAL INFORMATION

Governmental employees at the federal or local level who wish to apply for appointment under the provisions of intergovernmental loan programs or interjurisdictional employee exchange programs will be considered.

The headquarters building for CDSS is located in downtown Sacramento, at 744 P Street. Sacramento is the capital of the state and houses federal, state, and local governments. Today's Sacramento is a cosmopolitan convergence of tall, gleaming

buildings, hearty Victorians, splendid restaurants and shops, a vibrant arts scene, and an excellent freeway network and public transportation system. Sacramento is home to the Sacramento Kings National Basketball Association basketball team, the Rivercats baseball team, California State University (Sacramento), historic Old Sacramento, the State Railroad Museum, and Sutter's Fort.

CDSS is responsible for the direct operation or supervision of a wide variety of social services and income assistance programs. The Department accomplishes its mission through staff located in offices throughout the state, the 58 county welfare departments, and a host of community based organizations.

The Welfare to Work Division (WTW) is one of five programmatic divisions within the Department. The five major program areas are: Welfare programs (cash assistance, refugee assistance, and nutritional supports), Child Welfare Services, Community Care Licensing, Disability Evaluation, and Adult Programs. CDSS has an annual budget of approximately \$20 billion and 4,200 staff.

HOW TO APPLY

Applications will be accepted from all individuals from the public and private sectors who possess the qualifications, knowledge, and abilities to perform the FSB Chief duties. Governmental employees at the federal or local level who wish to apply for appointment under the provisions of intergovernmental loan programs or interjurisdictional employee exchange programs will be considered. Interested parties must submit a resume **and a one page supplementary statement of qualifications and accomplishments.** Application packages should be sent to:

Ms. Nancy Lee
California Department of Social Services
744 P Street, M.S. 8-17-11
Sacramento, CA 95814

Packages will be screened on the basis of knowledge, experience, and ability to meet desirable qualifications. The most qualified candidates will be selected for an interview with an executive panel.