



Exempt Appointment Opportunity

THIS DEPARTMENT 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.

DEPARTMENT: CALIFORNIA DEPARTMENT OF AGING

POSITION TITLE: Assistant Director for Legislation and Public Affairs

EXEMPT LEVEL: N

SALARY: \$6605 – \$7143 PER MONTH

FINAL FILING DATE: November 26, 2012 or Until Filled

The California Department of Aging (CDA) administers programs through contracts with a broad array of local agencies that serve older adults, adults with disabilities, family caregivers, and residents in long-term care facilities throughout the State. The Department and this position are located in Sacramento, CA.

DESIRED BACKGROUND/EXPERIENCE

CDA seeks a highly motivated leader committed to advancing programs and services throughout California that support older adults and adults with disabilities to live with dignity and independence. The ideal candidate will have proven experience in managing highly sensitive programs with statewide impact, including working with the Governor's Office, Legislature, and the media.

DUTIES AND RESPONSIBILITIES

Under the general direction of the Director/Chief Deputy Director, the Assistant Director for Legislation and Public Affairs develops, implements, and manages the CDA legislative affairs, constituent activities, and public affairs programs. The incumbent serves as the Department's principal consultant, policy advisor, and technical expert on legislative, constituent, public affairs, and web site content issues and acts as the designated spokesperson, liaison, and representative to the Legislature, Legislative Committees, other agencies, local government, stakeholders, the media, and the public. The incumbent serves as a member of the Department's Executive Team.

DESIRABLE QUALIFICATIONS

- Strong communication skills: ability to speak and write clearly and persuasively and listen attentively.
- Knowledge of the California State Legislature's functions, and its administrative processes.
- Executive presence: ability to earn the confidence and respect of others (e.g., executives, legislators, stakeholders); able to represent the organization at the highest levels.
- Self-confidence tempered by diplomacy and humility.
- Creative and innovative: applies new ways of thinking and problem solving approaches to develop policy alternatives and communication methods (i.e., web page and social media).
- Experience developing and executing a communications and outreach strategy.
- Team oriented: ability to build, foster, manage, and lead successful team efforts at all levels within the Department; exhibits a nurturing management style.
- Disciplined, dependable, pragmatic, and hardworking.
- Commitment to diversity.
- Personally committed to CDA's mission and goals.

STATEMENT OF QUALIFICATIONS

In addition to submitting a resume, all interested applicants are required to submit a Statement of Qualifications with specific information on how their background, knowledge, skills, and abilities meet the desirable qualifications and prepare them for the position.

Instructions:

When responding to the questions below, please adhere to the following guidelines:

- Response must be typewritten on 8 ½" x 11" paper.
- Responses must be limited to one page per item, with 1" margins and 12 point, Arial font size.
- Identify each page with your full name in the upper right corner.
- Make sure your responses are complete, specific, clear, and concise.
- Answer each numbered item separately indicating the corresponding item number for each response.
- You may include multiple responses on a single page.
- Include place of employment, pertinent dates, duties performed, etc., when responding to items.
- In the event that one particular job contained responsibilities applicable to several items, separate the different functions of the job in order to respond to all items completely.

The Statement of Qualifications must discuss the following:

Question 1 This position requires proficiency in understanding of the legislative process, experience in managing the internal operations of a legislative unit, testifying before Legislative Committees, developing recommendations to the Director and Executive Staff, and maintaining effective working relationships with the Legislature, control agencies, Governor's Office, and other state and local entities. Describe your knowledge and work experience that has prepared you to assume this position. Be specific about the scope of your prior role(s) and responsibilities.

Question 2 This position requires strong communication skills—both verbal and written—in interacting with the Legislature, the Administration, media, stakeholders, and the public. Describe relevant work experiences that would qualify you to serve in the role of Assistant Director for Legislation and Public Affairs.

Question 3 The Assistant Director for Legislation and Public Affairs must have adept organizational and management skills. With limited clerical support, the incumbent manages assignments, reviews and prepares all bill analyses; keeps the Executive Staff informed of legislative issues and upcoming hearings; prepares draft testimony as necessary; and serves as the primary contact in responding to all media inquiries and Public Records requests. Please describe your previous experience in successfully managing a wide ranging set of similar responsibilities. What specific tools and/or strategies did you use?

Question 4 Department staff and management rely upon the incumbent to provide clear leadership and guidance on the Department's legislative and public affairs policies and agendas. Provide examples of situations in which you demonstrated leadership in these areas and identify the critical factors that played a role in your success.

Question 5 Describe your knowledge and experience in programs and services for older adults and persons with disabilities. What motivates you in applying to become the Assistant Director for Legislation and Public Affairs with the California Department of Aging?

SELECTION PROCESS

A preliminary review of all applications will occur by an Executive Screening Committee. Only the most qualified candidates will be invited to the interview. The interviews will be held in Sacramento. A recommendation will be made to the Governor's Office for appointment to this Exempt position.

FILING INFORMATION

As an appointee, this position is exempt from civil service; therefore, all interested applicants must complete the on-line Governor's appointment application at www.gov.ca.gov.

In addition, the applicant must submit to CDA the Statement of Qualifications described above, a current resume (resume does not take the place of the Statement of Qualifications), and a list that includes three professional references (names and telephone numbers). These documents should be submitted to:

California Department of Aging
1300 National Drive, Suite 200
Sacramento, CA 95834
ATTN: Kaela Hopkins, Human Resources
or email to: kaela.hopkins@aging.ca.gov

Applications sent through the U.S. Postal Service, hand carried to the Human Resources Section, faxed, or emailed must be RECEIVED BY 5 P.M. ON THE FINAL FILE DATE OF NOVEMBER 26, 2012.

**Questions regarding the selection process may be directed to
Kaela Hopkins at (916) 419-7528.**

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

11/05/12