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Edmund G. Brown Jr.,
Governor



State of California
Health and Human Services Agency

Employment Opportunity

Deputy Director (Exempt)
Specialized Services Division
Permanent – Full Time
Position Number: 813-012-8454-001
(\$8,630 - \$9,612)

Department of Rehabilitation

The California Department of Rehabilitation works in partnership with consumers and other stakeholders to provide services and advocacy resulting in employment, independent living and equality for individuals with disabilities. Pursuant to the requirements of Senate Bill (SB) 105, Chapter 1102, Statutes of 2002, the Specialized Services Division (SSD) was established to provide improved, specialized, and comprehensive services to individuals who are blind, visually impaired, deaf and hard of hearing.

Deputy Director

Under the direction of the Chief Deputy Director, Department of Rehabilitation, the Deputy Director has responsibility for oversight and direction of the Specialized Services Division. The Deputy Director is a member of the executive team and will apply and model the core values of the DOR; quality, respects, integrity, openness and accountability, as well as the leadership competencies of the California Health and Human Services Agency.

The Deputy Director, Specialized Services Division, in a highly sensitive arena, will advise and assist the Chief Deputy Director, and/or the Director; in the formulation, implementation, and evaluation of departmental programs, policies, and procedures; serves as a division liaison; provides executive leadership and guidance to program managers in the administration of the divisions programs, develops processes to improve DOR's ability to meet and exceed the required federal and state performance measures, advances projects and goals for the division as identified in DOR's strategic plan, and establishes policies and procedures governing the Business Enterprise Program and the Orientation Center for the blind.

With the support of an Assistant Deputy Director, the incumbent is responsible for oversight of the Blind Field Services District, Deaf and Hard of Hearing Unit, Business Enterprise Program, Orientation Center for the Blind, and the Older Blind Program. The Deputy Director also ensures appropriate collaboration and participation by the Blind Advisory Committee, Deaf and Hard of Hearing Advisory Committee, and the California Vendors Policy Advisory Committee.

The DOR State Plan and Strategic Plan are available at: www.dor.ca.gov

Desirable Qualifications:

In addition to evaluating each candidate's relative ability, as demonstrated by quality and breadth of experience, through submission of a statement of qualifications, the candidate must demonstrate experience with the following factors, and responses will be used to competitively evaluate each candidate along with the application and resume. Successful candidate should also demonstrate a commitment to the mission of the Department of Rehabilitation.

- Provide sound judgment and strong leadership in making daily decisions in setting division priorities, meeting strategic plan goals and objectives within the operation of the Specialized Services Division in support of the VR Program and DOR's mission.
- Demonstrated ability and experience to effectively manage a multidisciplinary work team of professional and administrative staff, oversee and implement Specialized Services policies, and revise as necessary. Years of experience with proven successful outcomes will be weighted higher.
- Demonstrated ability to articulate skills in management, leadership and motivation of staff. Ability to establish and maintain positive and productive working relationships with the Department's executive staff as well as with other state agencies, counties, vendors and stakeholders.
- Effectively communicate, orally and in writing, program concerns while representing the Department's vision on sensitive and controversial issues that impact the department and its stakeholders while keeping a customer focus.
- Effectively collaborate with executives, managers, other state and federal agencies, various advisory committees, and stakeholders including public and private partner agencies and providers of vocational rehabilitation goods and services.
- Extensive background or demonstrated knowledge in the provision of services and programs for the blind and visually impaired and the deaf and hard of hearing.
- Demonstrated experience in policy development and implementation related to blindness and deafness; blindness and deafness program operations and services; collaboration with providers and partners in blindness and deafness services; and technically proficient in matters dealing with blindness and deafness, and related assistive technologies.
- Demonstrated understanding and sensitivity of the issues around the employment of individuals with disabilities.

Special Personal Characteristics:

- Appreciation of the ability of individuals with disabilities to become contributing members of our society.
- A personal commitment to the mission and goals of the Department of Rehabilitation.

KNOWLEDGE AND ABILITIES:

Applicants must demonstrate the ability to perform high administrative and policy-influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities.

- 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 including the budget process, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; and principles and practices of policy formulation and development.
- Ability to plan, organize, and direct the work of multidisciplinary professionals 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; and develop cooperative working

relationships with representatives of all levels of government, the Legislature, and the Executive Branch.

Submit Standard State Application (STD 678), Statement of Qualifications and Resume to :

Department of Rehabilitation
Attn: Kelly Montelongo
721 Capitol Mall
Sacramento, CA 95814

Final Filing Date: Until Filled

The Standard State Application can be found by copying the following address to your Internet browser: (The address does not function as an electronic link)

<https://jobs.ca.gov/Profile/StateApplication>

A "Statement of Qualifications" is a discussion describing how a candidate's education, experience, knowledge, skills and abilities meet the desirable qualifications and special personal characteristics for this position. The statement should be no more than two (2) pages in length. Resumes do not take the place of the "Statement of Qualifications. Representation from the Blind Advisory Committee, Deaf and Hard of Hearing Advisory Committee, and the California Vendors Policy Advisory Committee will participate in the interview process.