



STATE OF CALIFORNIA

An Equal Employment Opportunity Employer - 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 WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED.

INVITES APPLICATIONS FOR

ASSISTANT SECRETARY

**CALIFORNIA HEALTH AND HUMAN SERVICES AGENCY
SACRAMENTO, CALIFORNIA**

**FINAL FILING DATE:
MARCH 10, 2015**

The Assistant Secretary reports to the Undersecretary of the Health and Human Services Agency (CHHS). The position serves as a member of the Secretary's Executive Staff. The position formulates, analyzes, revises, interprets, and evaluates program and fiscal policies for multiple departments under the jurisdiction of the Health and Human Services Agency. The Assistant Secretary also serves as chief coordinator of programs critical to the mission of the Agency, which may include health care reform, health care services, social services, mental health services, alcohol and drug treatment services, public health services, income assistance, and services to people with disabilities.

DESIRABLE QUALIFICATIONS

Knowledge of and demonstrated effectiveness in formulating, developing, and implementing health and/or public social initiatives and policies. More weight will be given to experience with health and human services issues facing California's population.

Ability to effectively communicate the CHHS Agency's policies and initiatives both orally and in writing.

Clear and demonstrated understanding and knowledge of the legislative process and associated protocols.

Interpersonal skills, including working effectively and in partnership with CHHS departments and executive staff, the Governor's Office, the Department of Finance, California State Legislators and legislative staff, Legislative Analyst's Office, stakeholders and outside organizations, and the ability to effectively represent Agency's executive position, policy and perspectives, and successfully negotiate policy positions with these entities.

Demonstrated knowledge of both state and federal funding policies and procedures, including state budget proposals, both augmentation and reductions. More weight will be given to experience with the Department of Finance.

Managerial experience and/or experience in operating a significant health or human service program.

Demonstrated experience working on major health policy issues such as health care reform, health care services, social services, mental health services, alcohol and drug treatment services, public health services, income assistance, and services to people with disabilities.

STANDARD KNOWLEDGE AND ABILITIES

In addition, applicants must demonstrate the ability to perform high-level 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, 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 Department's Equal Employment Opportunity objectives; and a manager's role in the Equal Employment Opportunity Program and the processes available to meet Equal Employment Opportunity objectives.
- Ability to plan, organize and direct 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 effective courses of action; prepare and review reports; and effectively contribute to the Department's Equal Employment Opportunity objectives.

The knowledge and abilities indicated above are expected to be obtained from the following kinds of experience which may have been paid or volunteer, in state service, other governmental settings, or in a private organization: Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

COMPENSATION AND BENEFITS

The State of California benefit package includes:

- Retirement contributions into the California Public Employees' Retirement System (PERS)
- Vacation and sick or annual leave
- Medical, dental and vision insurance
- Life insurance of \$50,000 basic plus \$50,000 Accidental Death and Dismemberment
- 11 holidays plus two professional development days and one personal day per year
- Voluntary enrollment into a deferred compensation program, Long Term Disability Insurance, Long Term Care Insurance, Group Term Life Insurance, and a Legal Services Plan

REVIEW AND SELECTION PROCESS

An executive screening committee will conduct a review of all resumes and Statement of Qualifications. Candidates with the most desirable qualifications will be invited for interviews. Interviews will be held in Sacramento, California. The ASSISTANT SECRETARY, CALIFORNIA HEALTH AND HUMAN SERVICES serves at the pleasure of the Governor and is an "Exempt" position, therefore appointment to each position and salary are subject to executive approval.

HOW TO APPLY

Qualified persons must complete and file an appointment application online with Governor's Office. Qualified persons must also submit a resume of qualifications and experience, a Statement of Qualifications (no more than TWO PAGES) based on the Desirable Qualifications identified in this announcement, and three professional references (names and telephone numbers) to Sonia Herrera, Chief of Administrative and Financial Services, California Health and Human Services Agency, 1600 Ninth Street, Room 460, Sacramento, California 95814. For further information regarding this position, please contact Sonia Herrera at (916) 654-3454 or at sonia.herrera@chhs.ca.gov.

Appointment applications from the Office of the Governor may be obtained through the Governor's Office website at: www.gov.ca.gov or http://www.gov.ca.gov/m_appointments.php

Note: If you previously submitted a Governor's application online for an Exempt position, it is not necessary to complete another on-line application. However, you must submit a letter of interest to the Office of the Governor stating the position(s) for which you are interested in if it has changed from when you originally submitted the on-line application, along with a current resume. You must also submit your resume, Statement of Qualifications, and references to the Department of Social Services as noted above in "How to Apply".