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Employment Opportunity

Classification: Executive Officer (Exempt, Level O)
Independent Living & Community Access Division

Job Location: Sacramento

Time Base: Full Time

Position Number: 813-093-8492-001

Monthly Salary: (\$6,423 - \$7,155) Pending Control Agency Approval

Final Filing Date Until Filled

PLEASE NOTE: The actual monthly salary to be paid to the successful candidate will be determined with reference to the experience, knowledge, skills, and abilities of such candidate, and is further subject to budgetary constraints and considerations and will be at the discretion of the Governor's Office

The Department of Rehabilitation

The Department of Rehabilitation (DOR) works in partnership with consumers and other stakeholders to provide services and advocacy resulting in employment, independent living and equality for individuals with disabilities.

The California Committee on Employment of People with Disabilities (CCEPD)

With staff support from the DOR, the CCEPD builds on the legacy of the former "Governor's Committee on Employment of People with Disabilities" to work with representatives of businesses, members of the disability community, and state and federal government to advance employment opportunities for people with disabilities in California.

The primary function of the CCEPD is to consult with and advise the Secretary of the Labor and Workforce Development Agency (LWD) and the Secretary of the California Health and Human Services Agency (CHHS) on all issues related to full inclusion in the workforce of persons with disabilities, in order to:

- Bring individuals with disabilities into gainful employment at a rate that is as close as possible to that of the general population.
- Support the goals of equality of opportunity, full participation, independent living, and economic self-sufficiency for these individuals.
- Ensure that state government is a model employer of individuals with disabilities.
- Support state coordination with, and participation in, benefits planning training and information dissemination projects supported by private foundations and federal grants.

The CCEPD will meet at least four times per year, to the extent funding is available, providing a forum through which the disability community, business leaders, state departments, boards, councils, and local service providers will collaborate to:

- Develop a comprehensive strategy to identify goals and activities that result in an increased rate of employment for people with disabilities
- Coordinate an annual event for youth with disabilities
- Facilitate, promote, and coordinate dissemination of information on employment supports and benefits, including the Ticket to Work program and health benefits to individuals with disabilities, consumers of public services, employers, service providers, and state and local agency staff.

Executive Officer Position Description:

Under the general direction of the Deputy Director of Independent Living and Community Access Division, the Executive Officer supports the CCEPD to its work of achieving full inclusion of people with disabilities in the workforce in accordance California's Workforce Inclusion Act, Assembly Bill 925 and amended in Assembly Bill 119.

The incumbent will be responsible for direction and oversight of the assigned DOR staff to administer the operations of the CCEPD in its development and implementation of identified priorities, and building collaborative relationships with other state and local partners to accomplish these priorities.

Duty Statement is available upon request.

Desirable Qualifications:

The Executive Officer must be a highly experienced professional with a demonstrated track record of successful accomplishments. In addition to evaluating each candidate's relative ability, as demonstrated by the quality and breadth of

experience, through submission of a statement of qualifications, the following factors and responses will be emphasized in competitively evaluating each candidate:

1. Demonstrated ability and professional experience to provide sound judgment and strong leadership in working with boards or commissions, and making daily decisions to set priorities, direct staff, provide administrative oversight, and meet strategic plan goals and objectives.
2. Ability to establish and maintain cooperative and effective working relationships with board or commission members.
3. Demonstrated ability and experience to effectively manage a multidisciplinary work team of professional and administrative staff, and oversee and provide guidance to staff. Years of experience with proven outcomes will be weighted higher.
4. Demonstrated ability and skills in management, leadership, motivation of staff, and setting a positive example.
5. Ability to develop and maintain the confidence and support of executive administrators and leadership within state departments and oversight agencies, non-profit organizations, community-based agencies, private organizations, and local stakeholders.
6. Demonstrated ability to effectively communicate orally and in writing, with discretion, empathy and mutual respect, in the collaborative development of policy recommendations, on sensitive and controversial issues that impact the departments and its stakeholders while maintaining a customer focus.
7. Knowledge of the DOR and DOL mission, goals, programs, and policies and familiarity with the specific issues surrounding the rights, opportunities, access and employment for persons with disabilities.
8. Knowledge of the federal and state regulations that apply to and impact the work of the DOR and DOL and the departments' mission, goals, programs, and policies.
9. Demonstrated understanding of and sensitivity to the issues around the employment of individuals with disabilities.
10. Knowledge of state and federal laws and regulations that apply to and impact the CCEPD's goals and recommendations.
11. Knowledge of federal and state agencies and regulations that apply to people with disabilities and their employment, and how they impact the work of the CCEPD and the CCEPD's mission, goals, and priority development.

Knowledge and Abilities:

Applicants must demonstrate the ability to perform high-level administrative and policy functions effectively. Such overall ability requires possession of most of the following 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 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; and develop cooperative working relationships with representatives of all levels of government, the Legislature, and the Executive Branch.

Application Information

Interested candidates must submit:

- A Standard State Application (STD. 678)
- A resume
- A statement of qualifications
- Three professional references

The Standard State Application (STD. 678) 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 and must be in 11 point Arial font.

All complete application packages will be screened and only the most qualified candidates will be scheduled for an interview. Travel expenses for any interviews are the sole responsibility and at the expense of each candidate. Candidates that are advanced forward through the selection process will be invited to submit an application to the Governor's Office.

Submit a Standard Application (STD. 678) resume, Statement of Qualifications* (11 point Arial font, 2 pages), and three professional references to:

Department of Rehabilitation
Attn: Cresenda Manning
721 Capitol Mall
Sacramento, CA 95814
(916) 558-5815
Cresenda.Manning@dor.ca.gov

Final Filing Date: Until Filled.

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