



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

DEPUTY DIRECTOR COMMUNITY CARE LICENSING DIVISION

CALIFORNIA DEPARTMENT OF
SOCIAL SERVICES
SACRAMENTO, CALIFORNIA

MONTHLY SALARY
\$9,215 - \$10,267

FINAL FILING DATE:
September 16, 2013

As a member of the Executive staff, the Deputy Director provides executive leadership for the programs delegated to the Community Care Licensing Division (CCLD) within the California Department of Social Services (CDSS), the nation's largest state social services system. The Deputy Director is responsible for managing the operations of the Department's second largest division, providing policy direction, regulatory oversight and enforcement to protect the health and safety of vulnerable children, adults and seniors in nearly 80,000 community facilities statewide. The Deputy Director manages the activities of the Division, which consists of seven branches: Central Operations, Technical Assistance and Policy, Child Care, Adult and Senior Care, Children's Residential, Investigations, and Continuing Care Contracts. The Division also provides policy direction and oversight to counties where licensing and monitoring functions have been delegated to county staff.

The Deputy Director oversees the \$100 million budget of the division, and is also responsible for developing statewide policy, interpreting state and Federal legal decisions, and enforcing the laws and regulations governing Community Care. The Deputy Director actively engages knowledge leaders in Human Services fields related to licensed care including child welfare, child care, children and adults with disabilities, and aging.

The Deputy Director's responsibilities also include collaboration with other state departments and agencies, the Legislature, and counties; as well as engagement with numerous stakeholders and the general public to enhance care. The Deputy Director will testify before the State Legislature and may be called upon to testify before Congress.

Typical duties of the position include the following:

- Provides executive leadership and establishes strategic direction for all of the programs delegated to the Community Care Licensing (CCL) Division. Develops and implements statewide community care licensing policy, interprets state and federal legal decisions, and enforces these laws and requirements on licensees, including taking administrative action to revoke a license if a licensee fails to comply with health and safety requirements and potentially puts clients at risk. Directs the planning, development, implementation, and assessment of the Department's policies, programs, and procedures related to CCL programs and the approximately 87,000 community care sites throughout California. These CCL programs span age categories from infancy to childhood, adult and senior populations. As a member of the Executive team, participates in the development of the department's strategic plan and efforts to make CDSS an Employer of Choice. Ensures that program procedures and appropriate training are developed so that over 1,100 CCL employees statewide will implement State, federal and Departmental policy relative to community care and the various population groups served.
- Plans, organizes, directs, and evaluates, through subordinate managers and supervisors, the work of CCL staff throughout the state. Administers an annual budget in excess of \$100 million. Oversees and evaluates statewide pilot studies of programs supervised by the CCL. Ensures the uniform statewide application of federal and State policies and procedures.
- Proposes legislative and regulatory policies affecting community care licensing and actively participates in legislative hearings where policy and budgetary deliberations occur. Serves as the Department's lead contact with the Legislature, other governmental entities, facility industry representatives, the media, and the general public. Coordinates with numerous advocates, employers, and the general public to enhance the safety of people who are receiving community care in licensed facilities. Provides policy direction and oversight to 43 counties where foster care and child care licensing and monitoring functions have been delegated to county staff.
- Represents the Department in conferences, meetings, and hearings, including testifying at Legislative and budget hearings.

DESIRABLE QUALIFICATIONS

- a. Proven ability to lead and manage a large, complex, statewide multi-program organization with regional and district offices located throughout the state.
- b. Demonstrated ability to envision new ideas and concepts and successfully implement them.
- c. Experience with statewide oversight, regulation and enforcement for protection of vulnerable populations in licensed facilities, including ensuring accountability, quality, and timely investigation and enforcement.
- d. Management experience utilizing outcomes data and performance metrics to analyze information, identify trends, develop strategies and increase program performance.
- e. Track record of collaboration and partnership with colleagues, state and federal agencies, counties, clients/consumers and advocates to improve outcomes, increase efficiencies and leverage resources.
- f. Experience in building community relationships and increasing public knowledge and information access.
- g. Continuing education and learning including research developments in Human Services program areas including childcare, child welfare, aging and disabilities.
- h. Evidence of excellent judgment, interpersonal skills, political sensitivity and a demonstrated commitment to diversity and cultural competency.

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

THE DEPARTMENT

The Department of Social Services serves, aids and protects needy and vulnerable children and adults in ways that strengthen and preserve families, encourage personal responsibility and fosters independence. The Department's headquarters office is located in Sacramento, California.

EXCLUDED EMPLOYEE RELOCATION CRITERIA

Applicants may be eligible for reimbursement of relocation expenses for lodging, meals, incidentals, mileage, and moving and storage. Applicants must meet qualifying relocation criteria in accordance with the guidelines set forth by the California Department of Human Resources.

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 Deputy Director, Community Care Licensing Division 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 Vickiann Tapia, Manager, Personnel Bureau, Department of Social Services at 744 P Street, MS 8-15-58, Sacramento, California 95814. For further information regarding this position, please contact Vickiann Tapia at (916) 657-1750 or vickiann.tapia@dss.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 www.gov.ca.gov/appointments

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."