

CHILD SUPPORT SERVICES, DEPARTMENT OF

Regional Administrators Exempt Appointment

**Monthly Salary Range \$6296 – \$8234
Final Filing Date: Until Filled**

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. 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 illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

Under the general direction of the Directorate, and as Assembly Bill 196 requires, the Regional Administrator will oversee and provide policy direction to counties to ensure compliance with all Federal and State laws and regulations. The Regional Administrator will serve as the primary point of contact for counties and provide policy guidance on issues regarding the development and implementation of statewide uniform policies and procedures for local child support agencies. The Regional Administrators will represent the Department of Child Support Services (DCSS) before local Boards of Supervisors, County Executive Officers, directors of county child support agencies and other high-level officials; provide insight to the Director on sensitive issues of import to the child support program, both locally and at the state level; and enforce program policy with counties; advise them of noncompliance and provide work and audit guidance to ensure corrective measures are taken.

DESIRABLE QUALIFICATION(S):

THE APPLICATION AND STATEMENT OF QUALIFICATION (SOQ) MUST INDICATE YOUR TOTAL YEARS OF EXPERIENCE (TO AND FROM DATES) PERFORMING EACH OF THE ACTIVITIES LISTED BELOW:

- a. Ability to work independently in an unstructured environment, utilize good judgment, excellent diplomatic skills, and have an acute sensitivity to the political environment of the Department.
- b. Administrative experience dealing with the Governor's Office, the Legislature, Departmental managers, and other high level State, Federal, and local officials.
- c. Knowledge of the organization and goals of programs within the California Department of Child Support Services.
- d. Skills and abilities to implement and enforce departmental policy relative to the local administration of the child support program.

- e. Knowledge of the Child Support automation systems.
- f. Knowledge of federal and state regulations and laws affecting the child support program.

HOW TO APPLY: Interested candidates please submit:

- A completed Standard State Application (Form 678). **Please indicate “Exempt” Regional Administrator position on the application.**
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.
- Resumes do not take the place of the Statement of Qualifications.

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Filing Instructions:

Applications and Statement of Qualifications (SOQ) must be submitted to:

CHILD SUPPORT SERVICES, DEPARTMENT OF, Personnel Services Section,
Administrative Services Division
PO Box 419064 – MS-631, Rancho Cordova, CA 95741
James Boyd | 916-464-5372 | james.boyd@dcss.ca.gov

Applications may be filed in person at 11150 International Drive, 1st Floor, Rancho Cordova.