



*The California Department of State Hospitals is dedicated to providing evaluation and treatment in a safe and responsible manner, seeking innovation and excellence in hospital operations, across a continuum of care and settings.*

**Governor's Exempt Appointment**  
**The California Department of State Hospitals is currently recruiting for Chief,  
Law Enforcement (Exempt)**

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 workplace. 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 laws of the State, the rules governing Civil Service, and the special trust placed in public servants.

**CLASSIFICATION:** Chief, Law Enforcement  
**JOB LOCATION:** Sacramento, California  
**FINAL FILING DATE:** 30 Days or Until Filled

**POSITION DESCRIPTION**

Under the general direction of the Deputy Director, Administrative Services Division and Chief Operating Officer, the Chief, Law Enforcement develops, implements, and evaluates policies, procedures, programs and activities related to providing specialized law enforcement services and investigations for individuals and employees at each of the eight State Hospitals throughout the State. The Chief oversees, provides policy formation, and exercises functional direction of the 24/7 activities at the facilities through the State Hospitals' Chiefs, Department of Police Services, Supervising Special Investigators and all other law enforcement staff.

This position is designated as Peace Officer under Penal Code Section 830.38. Must be a Peace Officer as defined by Penal Code Section 830 et. seq.

**QUALIFICATIONS**

**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; a manager's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.

**Ability to:** Plan, organize, and direct the work of multidisciplinary professional, law enforcement and administrative staff; analyze administrative policies, organizational procedures and practices; gain the confidence and support of top level administrators on a wide range of administrative matters both in headquarters and in the hospitals/psychiatric facilities, using effective methods of leadership, communication, teamwork and initiative; develop cooperative working relationships with representatives of all levels of government, the public, the Legislative and Executive Branches and state hospital stakeholders; analyze complex problems and recommend effective courses of action; prepare and review reports; effectively promote equal opportunity in employment and maintain a workplace free of discrimination and harassment.

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

## **DESIRABLE QUALIFICATIONS**

1. Demonstrated experience in managing the law enforcement operations for a large department consisting of multiple locations. Knowledge of legal authority, effective training standards and the ability to develop consistent, defensible law enforcement practices across the Department.
2. Demonstrated experience in overseeing confidential criminal and/or administrative investigations and utilizing law enforcement databases.
3. Demonstrated experience with effective leadership practices, group consensus building, and setting strategic goals and objectives for the development and implementation of law enforcement policies and regulations.
4. Demonstrated experience working collaboratively with organizational leadership, as well as control agencies and local law enforcement entities, as a liaison and advocate for DSH law enforcement concerns.
5. Knowledge and ability to develop and oversee effective law enforcement practices in a clinical setting, with unique and specialized interventions required for an inpatient population of forensic mentally ill patients.
6. Demonstrated experience with implementing methods to enhance staff development, organizational and individual performance and change management.
7. Experience with developing and implementing key executive-level priorities and the ability to work in collaboration with law enforcement management within the Department to implement.
8. Demonstrated track record of personal credibility, integrity and adaptability in an organizational leadership setting, promoting the highest standards of accountability and ethics.

## **COMPENSATION AND BENEFITS**

The salary for the Chief Law Enforcement (Exempt) will be dependent on the qualifications/experience of the successful candidate.

As an employee of the State of California, the Chief Law Enforcement also receives a comprehensive benefit plan including, but not limited to:

### Insurance

- Health dental, vision, and life insurance programs provided. Employee contributions may be required depending on plans selected.

### Leave Allowance

- Vacation and sick leave benefits provided
- 11 holidays observed annually

### Retirement Plan

- Peace Officer/ Firefighter Retirement (pending California Department of Human Resources approval)

## **FILING INSTRUCTION**

1. Submit a Standard State Application (Form 678), resume, and a separate Statement of Qualifications (SOQ). Applicants who fail to submit the SOQ will be eliminated from the selection process. Resumes do not take the place of the Statement of Qualifications.
2. The SOQ must identify the applicant's experience, education, certification, and training in his/her response to the above "Qualifications" and "Desirable Qualifications." The SOQ serves as documentation in responding to the Qualifications and Desirable Qualifications.
3. The SOQ must indicate your total years of experience and civil service classification (if applicable) performing each of the Qualifications and Desirable Qualifications.
4. The SOQ must follow these guidelines:
  - a) Responses must be typewritten or generated on 8 ½" x 11" paper, using no smaller than a 12-point font.

- b) Answer each numbered item separately indicating the corresponding item number for each response.
  - c) Responses are to be complete, specific, clear, and concise.
  - d) Should be no more than three (3) pages in length.
5. The screening committee will independently evaluate each applicant's experience, education, certification, and training for the position against specific job-related criteria developed from the Qualifications and Desirable Qualifications. Therefore, it is critical that each applicant include specific information on how his/her experience, education, certification, and training meet the Qualifications and Desirable Qualifications.
6. Based upon the screening committee's evaluation of the competitive group, interviews may be conducted with only the most qualified candidates.

All interested applicants must submit the State Application, Resume, and SOQ by 5:00 p.m. on October 10, 2013 in the office below:

**Department of State Hospitals  
Human Resources - Attention: Mardella Oforlea-Ware  
1600 9th Street, Room 440  
Sacramento, CA 95814  
(916) 654-2616**