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Edmund G. Brown Jr.,
Governor



State of California
Health and Human Services
Agency

**The Department of Rehabilitation is currently accepting applications for
Deputy Director, Independent Living and Community Access
Division (Exempt).**

Classification: Deputy Director, Independent Living and Community Access
Division (Exempt Level I)
Job Location: Sacramento
Time Base: Full Time
Position Number: 813-044-1687-001
Monthly Salary: \$8,536- \$9,512 (I)
Final Filing Date: Until Filled

Department of Rehabilitation

The California 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.

Deputy Director

Under the direction of the Chief Deputy Director, Department of Rehabilitation, the Deputy Director has responsibility for oversight and direction of the Independent Living and Community Access Division. The Deputy Director is a member of the executive team and will apply and model the core values of the DOR; quality, respect, integrity, openness and accountability, as well as the leadership competencies of the California Health and Human Services Agency.

The Deputy Director, in a highly sensitive arena will: advise and assist the Chief Deputy Director, and/or the Director in the formulation, evaluation, and implementation, of departmental programs, policies, and procedures; serve as a Division liaison with other state, federal, and local entities; provide executive leadership and guidance to

program managers; ensure the effective and efficient administration of the Division's programs and grants; develop processes to improve DOR's ability to meet and exceed the required federal and state performance measures; advance projects and goals for the Division as identified in DOR's strategic plan; establish policies and procedures. The Deputy Director assures the activities and policies of the Division programs are consistent with the Directorate's strategic vision and goals for providing services to individuals with disabilities in California.

The Deputy Director is responsible for the leadership and management of the Independent Living and Assistive Technology Section, the Traumatic Brain Injury Program, Disability Access Services, and the staff that provide support to the California Committee on Employment of People with Disabilities. The Deputy Director also ensures appropriate collaboration with the State Independent Living Council, Assistive Technology Advisory Committee, the California Committee on Employment of People with Disabilities, and other stakeholders.

The DOR State Plan and Strategic Plan are available at: www.dor.ca.gov

The California State Assistive Technology Plan is available at: www.dor.ca.gov

The State Plan for Independent Living is available at: <http://www.calsilc.org>

Desirable Qualifications

In addition to evaluating each candidate's relative ability, as demonstrated by quality and breadth of experience, through submission of a Statement of Qualifications, the candidate must demonstrate experience with the following factors, and responses will be used to competitively evaluate each candidate along with the application and resume. Successful candidates should also demonstrate a commitment to the mission of the Department of Rehabilitation.

1. Provide sound judgment and strong leadership in making daily decisions in setting division priorities, managing sensitive issues, meeting DOR strategic plan goals and objectives, advancing DOR's mission, and promoting its vision.
2. Demonstrated ability and experience to effectively manage a multidisciplinary work team of professional and administrative staff, oversee and implement independent living policies, and revise as necessary. Years of experience with proven successful outcomes will be weighted higher.
3. Demonstrated experience in recruiting, managing, and retaining top-level managers who function effectively as a team.
4. Ability to establish and maintain positive and productive working relationships with the Department's various programs as well as with other state agencies, counties, vendors and stakeholders.
5. Effectively communicate, orally and in writing, while representing the Department's vision on sensitive and controversial program issues that impact the department and its stakeholders while maintaining a customer focus.

6. Demonstrated experience in policy development and implementation in collaboration with stakeholders.
7. Demonstrated understanding and sensitivity to providing services to people with disabilities; and how their needs can be met most effectively by comprehensive programs that advocate for the rights and needs of people with disabilities within the framework of state government.
8. A personal commitment to upholding the mission and goals of the Department of Rehabilitation.

Knowledge and Abilities

Applicants must demonstrate the ability to perform high 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 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 professionals 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 should submit:

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

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.

Resumes do not take the place of the “Statement of Qualifications. Representation from Advisory Committees and or stakeholder groups may participate in the interview process.

All applications 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 advance through the selection process will be invited to submit an application to the Governor’s Office.

Submit Standard State Application (STD 678), Statement of Qualifications,

Resume and questions to :

Department of Rehabilitation

Attn: Gurmeena Chima

721 Capitol Mall

Sacramento, CA 95814

(916) 558-5802

Gurmeena.Chima@dor.ca.gov

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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 the public servants.