



**DEPARTMENT OF TOXIC SUBSTANCES CONTROL
EMPLOYMENT OPPORTUNITY
GOVERNOR'S EXEMPT APPOINTMENT**

EQUAL EMPLOYMENT OPPORTUNITY

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

CLASSIFICATION:	CHIEF DEPUTY DIRECTOR
SALARY RANGE:	\$13,883 / MONTH
JOB LOCATION:	SACRAMENTO
FINAL FILING DATE:	UNTIL FILLED

POSITION DESCRIPTION

Under the general direction of the Director, the Chief Deputy Director is responsible for ensuring implementation of the vision of the Director either directly or through executive staff and identifying and developing broad strategies to accomplish the Department's mission and vision. The Chief Deputy Director develops and works with the management team to create successful strategies to measure and accomplish goals related to the Department's mission. Specific duties include, but are not limited to:

Manages the day-to-day operations of the Department. Works with executive staff members to identify priority projects, plan and implement key programs and initiatives, measure and evaluate results. Establishes priorities; works with executive staff to develop budgets, allocates budget resources, including developing strategies for obtaining additional resources. Ensures administrative offices provide appropriate and effective support for programs. Plans executive management meetings; facilitates resolution of conflicts between programs; ensures consistency in tracking and reporting of performance data; serves as a key member of the executive team. The Chief Deputy Director facilitates executive meetings for the Director; supervises DTSC's reform initiatives and progress reports and ensures communication between the Department and the Legislature. Leads the Executive Team in strategic planning and performance management initiatives and overseeing department-wide work plan and priority-setting efforts.

The Chief Deputy Director coordinates development and administration of policies, laws, and regulations related to the Department's mission and vision, in a variety of areas, including hazardous waste management; cleanup; safer products and workplaces; and various administrative functions, which include information technology and communications. Ensures policy initiatives are consistent with the Administration's goals and objectives. Ensures policy decisions are effectively communicated to stakeholders. Oversees and coordinates implementation strategies and recommends corrective action to the Director and other deputies, when outcomes are inconsistent with expectations.

The Chief Deputy Director represents the Director in a variety of public settings. Communicates directly with key stakeholder groups to ensure the Department's vision and priorities are represented. Works with stakeholders in the public, the regulated community and other agencies to identify stakeholder needs and the Department's ability to address those needs. Seeks to build consensus with stakeholder groups on priorities and strategies. Represents the Department in Legislative hearings, at meetings with the Governor's Office, agency secretaries, and department directors; speaks to large groups of stakeholders, and meets with other high level managers. Represents the Department at high level workgroups and meetings on environmental, technical and

administrative matters, including workgroups within CalEPA that are designed to coordinate policy and administrative functions and external workgroups developing policy concepts.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high 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, 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; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.
- 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; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

DESIRABLE QUALIFICATIONS

Applicants will be screened on the basis of background and demonstrated management ability, with weight given to the ability to meet the following desirable qualifications:

- Demonstrated knowledge of the Department's mission, goals, programs, and policies.
- Demonstrated experience working with a diverse group of professionals.
- Demonstrated ability to communicate effectively both verbally and in writing.
- Demonstrated ability to organize, direct, and coordinate multiple projects.
- Demonstrated ability to develop and implement policies.
- Demonstrated ability to make improvement, solve problems or take corrective action when problems arise.
- Demonstrated ability to plan proactively and respond to adverse productivity.
- Commitment to DTSC's Equal Employment Opportunity Program.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and the ability to work cooperatively with others.

FILING INSTRUCTIONS

Interested candidates MUST submit the online Governor's Appointment Application located at http://gov.ca.gov/m_appointments.php directly to the Governor's Office.

ADDITIONAL INFORMATION

All applications will be screened and only the most qualified candidates will be scheduled for an interview. Travel expenses incurred to attend interviews are the sole responsibility of each candidate.

CONDITIONS OF EMPLOYMENT

The Chief Deputy Director is appointed by the Governor and is an "at will" employee. Therefore, the Chief Deputy Director may be terminated at any time without notice, cause, or right of appeal.

COMPENSATION AND BENEFITS

Benefits: Retirement program under the California Public Employees Retirement System, medical, dental, vision, life insurance, holidays (11 per year), personal holiday (1 per year), domestic partner coverage.

Optional Benefits: Group legal services, deferred compensation, additional life insurance coverage, long-term care and employee assistance program.

California Relay (Telephone) Service for the Deaf or Hearing Impaired: From TDD phones: (800) 735-2929, from voice phones: (800) 735-2922

Classification Details: [CEA and Exempt Appointees](#)