



# STATE OF CALIFORNIA

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.

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 OFFICE OF LEGISLATION

CALIFORNIA DEPARTMENT OF  
SOCIAL SERVICES  
SACRAMENTO, CALIFORNIA

**MONTHLY SALARY**  
**\$6,453- \$9,277**

**FINAL FILING DATE:**  
**UNTIL FILLED**

Under the general direction of the Directorate, the Deputy Director, Office of Legislation, is responsible for advising and assisting the Directorate in the formulation, analysis, and enactment of legislation related to the California Department of Social Services' (CDSS) programs, policies and procedures. The Deputy Director serves as the principal advisor and advocate for CDSS in all matters related to federal and state legislation, maintains positive relationships and communication with federal and state legislators and represents CDSS on all legislative issues to the Governor's Office, Health and Human Services Agency (HHS) and the California Legislature.

**Duties Include:**

30% Identifies all state and federal legislation that impacts CDSS, directs and reviews staff analyses developed with input from program, legal and administrative staff, recommends policy positions on that legislation to the Directorate.

20% Guides and directs all work in the Office of Legislation, to ensure timely and quality fulfillment of its responsibilities. Implements and oversees staff development and training efforts.

15% Maintains open and transparent relationships with all entities and their key staff who are involved with, or affected by, legislation and proposed legislation affecting or related to the department, its clients, partners, and stakeholders.

10% Supports testimony before the Legislature and committees, including informational and oversight legislative hearings and issue update meetings. Serves as the primary departmental contact with the Legislature related to legislation.

10% Coordinates the department's legislative process within the Administration, including solicitation of legislative concepts, through securing approval of control agencies and the Governor's Office.

10% Tracks and reviews, and secures the Administration's approval of all formal and informal departmental reporting obligations and sensitive correspondence. Recommends strategy for meeting these obligations.

5% Represents CDSS, as designated, at conferences and other meetings and participates in CDSS Executive Staff meetings.

**MINIMUM QUALIFICATIONS**

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:

(1) 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, practices, of policy formulation and development; and 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.

(2) 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; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

### **DESIRABLE QUALIFICATIONS**

- a. Knowledge of the department's mission, organization, goals, functions, and policies as well as its relationships with other state, federal and local entities.
- b. Knowledge of the organization and functions of programs within the California Department of Social Services (CDSS), with specific background and expertise in the area of legislation.
- c. Ability to manage a small staff under tight deadlines for sensitive projects/issues.
- d. Ability to represent the Department in all legislative issues with the Governor's Office, the California Health and Human Services Agency, and the Legislature and the federal government.
- e. Ability to establish and maintain positive relationships and communication with the public, federal and state legislators, county partners, and other stakeholders.
- f. Ability to develop and make informed policy recommendations to the Directorate.
- g. Demonstrated ability to deal with a variety of public and private persons and groups in matters of significant program sensitivity.

### **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.

### **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, Office of Legislation 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 using font size no smaller than Arial 11 with a one inch margin) based on the Desirable Qualifications identified in this announcement, and three professional

references (names and telephone numbers) to Nancy Lee, Special Assistant to the Directorate, Department of Social Services at 744P Street, MS 8-17-11, Sacramento, California 95814. For further information regarding this position, please contact Nancy Lee at (916) 657-2598 or [Nancy.Lee@dss.ca.gov](mailto:Nancy.Lee@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](http://www.gov.ca.gov) or [https://www.gov.ca.gov/m\\_appointments.php](https://www.gov.ca.gov/m_appointments.php)

***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."***