



California Department of Child Support Services



Chief Deputy Director Exempt Appointment

Monthly Salary Range - \$9,755.00 - \$10,549.00
Final Filing Date: until filled

An equal opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation. It is the objective of the State of California to achieve a drug-free State 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 law of the State, the rules governing civil service, and the special trust placed in public servants.

Under administrative direction, the Chief Deputy Director will assist the Director in the formulation, implementation, and administration of policies; as well as in providing direction, coordination, and evaluation of the operations of the Department. The Chief Deputy Director may act on behalf of the Director in the absence of, or at the direction of the Director. The Chief Deputy Director has contacts with all levels of departmental staff as well as representatives from the Health and Human Services Agency, the Legislature, the federal government, other State agencies and local governments.

Qualifications

- Ability to function as part of an executive management team to plan, develop, and implement department policies and priorities.
- Ability to assist the Director in leading, managing, and directing subordinate Deputy Directors and managers in the overall operations of the Department.
- Ability to effectively provide sound recommendations to the Director regarding daily decisions affecting the operation of the Department as well as all aspects of the programs administered.
- Ability to communicate effectively, orally and in writing, with the Governor's Office, the Health and Human Services Agency, DCSS executives, other state and federal agencies, the Legislature, and DCSS partners, including the local child support agencies.
- Ability to support the Director in order that she/he achieves the goals and vision of the child support program.
- Ability to assist the Director in the area of risk management and in the development of mitigation strategies.

Knowledge and Abilities

Applicants must demonstrate the ability to perform high-level 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 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 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; and develop cooperative working relationships with representatives of all levels of government, the Legislature, and the Executive Branch.

Desirable Characteristics:

- Executive level experience in planning, organizing, and operating administrative functions for a large public or private entity.
- A broad range of knowledge of the Department of Child Support Services and/or other social services, the California Health & Human Services Agency, and local child support services' programs and their support legislation.
- Demonstrated ability to provide direction to and oversight of multidisciplinary executives and high level managers.
- Knowledge of the Federal and State laws and regulations governing automation of child support establishment and enforcement programs.

How to Apply: Interested candidates please submit:

- A completed Standard State Application (Form 678). **Please indicate "Exempt" Chief Deputy Director on the application.**
- Resume
- A "Statement of Qualifications". The Statement is a narrative discussion that describes how the candidate's education, training, experience, and skills meet the Qualifications, Knowledge and Abilities, and Desirable Characteristics and qualify him/her for the position. The Statement should be no more than two pages in length.

In addition, you must submit the on-line Governor's Appointment Application, located at [HTTP://GOV.CA.GOV](http://gov.ca.gov) directly to the Governor's Office.

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Filing Instructions:

Applications, Resumes, and Statement of Qualifications must be submitted to:

CHILD SUPPORT SERVICES, DEPARTMENT OF, Personnel Services Section
P.O. Box 419064 – MS 631, Rancho Cordova, CA 95741-9064
Teresa Noriega/916-464-5165
Teresa.noriega@dcss.ca.gov

Applications may be filed in person at 11150 International Drive, 2nd Floor, Rancho Cordova.