



721 Capitol Mall
Sacramento, CA 95814
(916) 558-5808
(916) 558-5806 (Fax)
(916) 558-5507 (TTY)

Edmund G. Brown Jr.,
Governor



State of California
Health and Human Services
Agency

**The Department of Rehabilitation is currently accepting applications for
Assistant Deputy Director, Specialized Services Division
(Exempt)**

Classification: Assistant Deputy Director, Specialized Services Division
(Exempt)
Job Location: Sacramento
Time Base: Full Time
Position Number: 813-012-6152-001
Monthly Salary: \$6,737.00- \$7,504.00 (pending control agency approval)
Final Filing Date: Until Filled

PLEASE NOTE: The actual monthly salary to be paid to the successful candidate will be determined with reference to the experience, knowledge, skills, and abilities of such candidate, and is further subject to budgetary constraints and considerations and will be at the discretion of the Governor's Office.

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. Pursuant to the requirements of Senate Bill 105, Chapter 1102, Statutes of 2002, the Specialized Services Division was established to provide improved, specialized, and comprehensive services to individuals who are blind, visually impaired, deaf and hard of hearing.

Position Description

Under the general direction of the Deputy Director of the Specialized Services Division, the Assistant Deputy Director, in a highly sensitive arena, will advise and assist the Deputy Director, Chief Deputy Director and/or the DOR Director in the formulation, implementation, and evaluation of departmental programs, policies, and procedures; serve as a division liaison; provide executive leadership and guidance to program managers in the administration of the division's programs; develop processes to improve the 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; and establish policies and procedures governing the division's programs.

The Assistant Deputy Director will support the Deputy Director of the Specialized Services Division, in the oversight and leadership of the Blind Field Services District, Deaf and Hard of Hearing Unit, Business Enterprises Program, Orientation Center for the Blind, and the Older Individuals who are Blind Program.

The Assistant Deputy Director is a member of the executive team and will 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 DOR State Plan and Strategic Plan are available at: www.dor.ca.gov

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. The successful candidate should also demonstrate a commitment to the mission of the Department of Rehabilitation.

1. Demonstrated ability to function as part of an executive management team to plan, develop, and implement department policies and priorities.
2. Demonstrated ability to lead, manage, and direct subordinate managers in the overall operations of the division.
3. Demonstrated ability to communicate effectively, orally and in writing, with the Department executives, other state and federal agencies, the Legislature, and Department stakeholders, including public and private community rehabilitation programs.
4. Demonstrated knowledge of the Department's mission, goals, programs, and policies.
5. Demonstrated extensive experience and background in services to the blind and visually impaired and deaf and hard of hearing and knowledge in blindness and deafness policy, blindness and deafness programs and services, providers and

partners in blindness and deafness services, and matters dealing with blindness and deafness, and related assistive technologies.

6. Demonstrated understanding and sensitivity to provide services to individuals with disabilities through policy development and implementation in collaboration with stakeholders and within the framework of state government.
7. A personal commitment to the vision of the Department of Rehabilitation.

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.

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. Although not required, applicants are encouraged to provide electronic copies of their submission along with the written copy; submission on a CD is encouraged. Electronic copies and

CD's may either be e-mailed to the contact person, or CD's may be included with the paper copy.

Representation from Advisory Committees and or stakeholder groups may participate in the interview process.

All complete application packages 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 are advanced forward 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

Final Filing Date: Until Filled

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.