



STATE OF CALIFORNIA

An Equal Employment Opportunity Employer - equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or 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

ASSISTANT DIRECTOR FOR HORIZONTAL INTEGRATION

**CALIFORNIA DEPARTMENT OF
SOCIAL SERVICES
SACRAMENTO, CALIFORNIA**

**MONTHLY SALARY
\$8,536 - \$9,512**

**FINAL FILING DATE:
Open Until Filled**

DUTIES AND RESPONSIBILITIES

As a member of the Executive staff, the Assistant Director for Horizontal Integration is responsible for leading efforts to increase integration of basic human needs services, social services, and health benefits services to simplify consumer access, improve program effectiveness and achieve operational efficiencies and economies. The Assistant Director will continuously update the Department's approach to horizontal integration, and provide executive-level vision and strategic direction for implementation of this approach. The scope of this work will include efforts to align program rules and regulations, business processes, information technology changes, and county-client interactions. This would require significant ongoing interactions with the county, state and federal levels of government, including various state and federal oversight agencies, internal and external stakeholders, and vendors.

The Assistant Director will represent the Department in executive level decision-making meetings before the Legislature, and consult with other entities and stakeholders relevant to implementation of horizontal integration.

The Assistant Director will participate in national forums for horizontal integration, stay abreast of developments and opportunities and lead the state's efforts to maximize federal funding for horizontal integration efforts that the state chooses to pursue.

DESIRABLE QUALIFICATIONS

- Familiarity with the Department's mission, organization, goals, functions, and policies as well as its relationships with other state, federal and local entities.
- Basic knowledge of Medicaid, Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF), and child welfare programs and their eligibility rules.
- Basic knowledge of county Statewide Automated Welfare Systems (SAWS) infrastructure and governance.
- Knowledge of the federal Affordable Care Act of 2010 (ACA).
- Familiarity with social services and health care program operations as conducted in California.
- Familiarity with opportunities to "blend" Medicaid resources with human services.
- Successful experience in coordinating multi-departmental, cross-program initiatives.
- Executive level successful experience in strategic planning and the initiation and implementation of complex programs.
- Proven ability to lead a team of multi-disciplinary professional staff to a common goal, without the authority of direct supervision.
- Ability to successfully maintain effective interpersonal relationships in a highly charged political environment.
- Ability to receive and respond to criticism and tough questions while maintaining composure.

ADDITIONAL QUALIFICATIONS

In addition, applicants must demonstrate the ability to perform high-level 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, 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 Equal Employment Opportunity objectives; and a manager's role in the Equal Employment Opportunity Program and the processes available to meet Equal Employment Opportunity objectives.
- 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 Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the Department's Equal Employment Opportunity objectives.

The knowledge and abilities indicated above are expected to be obtained from the following kinds of experience which may have been paid or volunteer, in state service, other governmental settings, or in a private organization:

Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

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 mission of Department of Social Services is to serve, aid and protect needy and vulnerable children and adults in ways that strengthen and preserve families, encourage personal responsibility and foster 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 Statements of Qualifications. Candidates with the most desirable qualifications will be invited for interviews. Interviews will be held in Sacramento, California. The Assistant Director for Horizontal Integration serves at the pleasure of the Governor and is an "Exempt" position. Appointment to the position and its 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 also must submit a resume of qualifications and experience, a Statement of Qualifications (no more than THREE PAGES in 12-point font) 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 744 P Street, MS 8-17-11, Sacramento, California 95814. For further information regarding this position, please contact Nancy Lee (916) 657-2598 or 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 or http://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."