



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

PROGRAM LIAISON, ADULT PROTECTIVE SERVICES

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

**MONTHLY SALARY
\$7,060 – 7,864**

**FINAL FILING DATE:
Open Until Filed**

Pending approval by the Governor's Office, the California Department of Social Services (CDSS) proposes to establish an appointed exempt position to serve as the Department's Adult Protective Services (APS) Program Liaison. The position will be responsible for development, implementation, monitoring and evaluation of statewide policies and procedures affecting the APS program, which serves vulnerable older (age 65+) and dependent (age 18-64) adults from abuse, neglect and exploitation.

DESIRABLE QUALIFICATIONS

The APS Program Liaison must have excellent judgment, superior analytical skills, the ability to diplomatically interact with high-level officials and program stakeholders, excellent organizational skills and the ability to work well under pressure with minimal direction.

- Broad knowledge of the needs of older adults and adults with disabilities and the APS program.

- Demonstrated experience managing programs; including planning, organizing, directing and evaluating program operations; and experience in strategic planning, policy development, leadership and supervision.
- Demonstrated experience communicating effectively both orally and in writing with high-level management representatives of federal, state, and local government agencies; and internal and external stakeholders.
- Ability to work effectively and in partnership with diverse stakeholders including, but not limited to, other state departments, county agencies and organizations and representatives involved in Elder Justice and APS.
- Knowledge of the State regulatory, legislative analysis and budget change proposal processes.
- Ability to present ideas and information effectively; write, review and/or edit written reports/funding proposals; listen to others and communicate in an effective manner; interact positively and cooperatively with stakeholders and provide effective advice to executive leadership.
- Demonstrated ability to act independently and show open-mindedness, flexibility and tact, possession of integrity, honesty and good ethics.

STANDARD KNOWLEDGE AND ABILITIES

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:

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; and personnel management techniques.

Ability to 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.

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 California Department of Social Services, 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. Subject to the approval of this position by the Governor's Office, the APS Program Liaison would serve at the pleasure of the Governor and be an "Exempt" position, therefore, appointment to the position and salary are subject to executive approval.

HOW TO APPLY

Although applications will be accepted until the position is filled, the Department intends to move quickly to recommend a candidate to the Governor's Office. Therefore, interested candidates are encouraged to apply by mid-December 2014.

Qualified persons must submit a completed Standard State Application (Form 678), a resume of qualifications and experience, a Statement of Qualifications (no more than two pages) based on the Desirable Qualifications identified in this announcement, and three professional references (names and telephone numbers) to Shelly Johnson, Executive Assistant to Eileen Carroll, California Department of Social Services, Adult Programs Division at 744 P Street, Sacramento, CA 95814. For further information regarding this position, please contact Shelly Johnson at (916) 653-5403 or shelly.johnson@dss.ca.gov.