



CALIFORNIA DEPARTMENT OF PUBLIC HEALTH CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. 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 illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	CALIFORNIA DEPARTMENT OF PUBLIC HEALTH	RELEASE DATE:	Thursday, February 14, 2013
POSITION TITLE:	Chief, Division of Women, Infants, and Children's Supplemental Nutrition	FINAL FILING DATE:	Wednesday, February 27, 2013
CEA LEVEL:	CEA 2	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 7,815.00 - \$ 8,616.00 / Month	BULLETIN ID:	02132013_2

POSITION DESCRIPTION

Under the administrative direction of the Deputy Director, Center for Family Health, the CEA 2 serves as Chief of the Division of Women, Infants, and Children (WIC) Supplemental Nutrition and has responsibility for the WIC Farmers' Market Nutrition Program (FMNP), the WIC Breastfeeding Peer Counseling Program (BPCP) and other nutrition programs for women infants, and children, including management of an annual budget of \$1.35 billion. The incumbent has the primary responsibility for planning, program development and direction, administrative procedures, and the management and supervision of over 200 full-time multidisciplinary positions to efficiently administer the WIC program and serve WIC participants.

In addition, the CEA 2 oversees contract development, implementation, monitoring and evaluation; represents the Department in contact with public and private organizations; reviews legislation, prepares legislative analyses, and advises the Deputy Director regarding the impact of legislation on the Branch's programs; and assists in the development of the Division's budget.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a current State civil service employee with permanent civil service status, as defined in Government Code Section 18546.

Or II

Must be a current or former employee of the Legislature, who resigned or was released from service within the last 12 months, and with two or more consecutive years of service as defined in Government Code Section 18990.

Or III

Must be a current or former nonelected exempt employee of the Executive Branch of **government** who resigned or was released from service within the last 12 months, and with two or more consecutive years of service (excluding those positions for which the salaries are set by statute) as defined by Government Code Section 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code Section 18991.

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:

(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 and 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.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience

which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATION(S)

- Broad administrative management experience, which includes substantial participation in the formulation, operation and/or evaluation of program, fiscal, and/or personnel management policies.
- Experience with federal grant processes and an extensive understanding of both State and federal regulations and policies.
- Comprehensive knowledge of public health trends and Department of Public Health programs.
- Demonstrated ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff as well as to analyze administrative policies, organization, procedures and practices.
- Experience in establishing effective working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches, to achieve a consensus on nutrition program goals, policy issues and WIC program operational issues.
- Experience in developing effective WIC program nutrition education, breastfeeding and outreach approaches for positive interventions among program participants. • Ability to identify and analyze significant issues impacting state-wide nutrition programs, recommend and develop solutions to represent WIC in forums impacting issue resolution.

Inter-jurisdictional Exchanges will be considered.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Chief, Division of Women, Infants, and Children's Supplemental Nutrition**, with the **CALIFORNIA DEPARTMENT OF PUBLIC HEALTH**. Applications will be retained for twelve months.

The results of this examination will be used only to fill this position.

STATEMENT OF QUALIFICATIONS

In addition to the Standard State Application (STD. 678), all interested applicants are required to submit a Statement of Qualifications with specific information on how his/her background, knowledge, skills, and abilities meet the minimum qualifications, desirable qualifications, and desirable characteristics. The Statement of Qualifications must discuss the following critical factors:

Each applicant for this examination must complete and submit his/her responses to all seven supplemental items that follow. Supplemental responses and your application must be postmarked, personally delivered, or received via interoffice mail by the final filing date. Applications received without responses to the supplemental items will be rejected.

When responding to the supplemental items, applicants must follow these guidelines:

- Your responses must be typewritten or generated by word processing on 8 1/2" x 11" paper, using no smaller than a 12 point font.
- Your responses must be limited to one page per item.
- Identify each page with your full name.
- Make sure your responses are complete, specific, clear, and concise.
- Answer each numbered item separately indicating the corresponding item number for each response.

1. Describe your leadership ability including techniques of organizing and motivating groups and/or employees, and your ability to deal effectively with a variety of individuals, organizations, state agencies, and local governments

2. Describe your ability and experience in managing the operations of a large branch or division, including setting priorities, directing the work of multidisciplinary professional and administrative staff, resolving personnel issues, and managing a large budget.

3. Describe your knowledge of the principles and practices of public administration, organization, and management. Include in your response experience in developing programs that serve diverse communities.

4. Describe your knowledge of, and experience with, the California legislative and budgetary processes, State control agencies, and other governmental entities that are necessary for effective program implementation.

5. Describe your experience in overseeing the implementation of a new public health program. Include in your response any formal public health training you possess.

6. Describe your working knowledge of health promotion and systems related to women, infant, and children.

7. Describe your experience interacting with the leadership of health care providers, California's community organizations, professional associations, and community health based programs.

FILING INSTRUCTIONS

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and discuss the seven critical factors listed above.
- Resumes do not take the place of the Statement of Qualifications.

Applications must be submitted by the final filing date to:

CALIFORNIA DEPARTMENT OF PUBLIC HEALTH, Human Resources Branch
P.O. Box 997378, Sacramento, CA 95899-7378
Patti Landaker | 916-324-0286 | Patti.Landaker@cdph.ca.gov

ADDITIONAL INFORMATION

Applications may also be hand-delivered to: California Department of Public Health, Human Resources Branch, 1501 Capitol Avenue, Suite 71.1501, Sacramento, CA.

Questions regarding the examination process should be directed to Patti Landaker at Patti.Landaker@cdph.ca.gov at(916)324-0286.

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The CALIFORNIA DEPARTMENT OF PUBLIC HEALTH reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: [CEA and Exempt Appointees](#)