



CALIFORNIA DEPARTMENT OF PUBLIC HEALTH CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

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. 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:	April 18, 2016
POSITION TITLE:	Deputy Director, Center for Chronic Disease Prevention and Health Promotion	FINAL FILING DATE:	May 17, 2016
CEA LEVEL:	CEA B	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$8,985.00 - \$10,703.00 Month		

POSITION DESCRIPTION

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures regarding attendance, leave, and conduct.

The California Department of Public Health (CDPH) Center for Chronic Disease Prevention and Health Promotion (CCDPHP) consists of approximately 500 health professionals and support staff in two Divisions and an Office: the Division of Chronic Disease and Injury Control (CDIC), the Environmental and Occupational Disease Control (DEODC) and the Office of Problem Gambling. The Center addresses the prevention and control of chronic diseases and injuries through a focus on the social and environmental determinants of health and health inequities. The Center's programs encompass chronic disease and injury surveillance, tobacco control, nutrition and physical activity, diabetes, cancer, cardiovascular diseases, asthma, obesity prevention, injuries and violence prevention, occupational and environmental disease control.

The Deputy Director, CCDPHP manages and directs policy development with a wide range of public health issues. The Deputy Director, CCDPHP manages and directs the programs in the Center and develops an overarching identity and direction for the Center, bringing together its disparate programs into a cohesive whole with a shared vision and direction that are in alignment with the Department. The Deputy Director will have a lead role in addressing Chronic Diseases, Injury Control, Environmental and Occupational Diseases and is a liaison

with other state entities, including the California Health and Human Services Agency, the Governor's Office and the Legislature; with federal and local governmental entities; and with California business and health care communities regarding these public health issues. The Deputy Director ensures the activities and policies of the Center for Chronic Disease Prevention and Health Promotion programs are consistent with the Directorate's strategic vision and goals for public health in California.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

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CEA examinations are open to all applicants who possess the knowledge and abilities, and any other requirements as described in the examination bulletin. Eligibility to take a CEA examination does not require current permanent status in civil service.

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 A Responsible for broad administrative and program activities, including the execution and/or evaluation of program policies.

CEA Level B Responsible for extensive managerial and program administration or broad program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Level C Responsible for extensive highly professional influence and contributes to program, policy, and the methods to provide professional services needed to set policies,

to meet the mission of the State department and often exercising technical and or professional skills that are required at this level.

DESIRABLE QUALIFICATION(S)

- Experience with a broad range of public health programs.
- Executive level experience in planning, organizing and implementing policy and program activities for a large public or private entity.
- Track record of recruiting, managing and retaining top-level managers who function effectively as a team.
- Excellent judgment, interpersonal skills, and political sensitivity.

DESIRABLE CHARACTERISTICS

Creativity and Innovation – Applies new ways of thinking. Has the ability to solve problems, create new ideas, and develop new approaches to achieve the Department's mission.

Vision - Understands the context and mission of the Department both internal and external. Has an awareness of the Department's critical issues, anticipates and influences the future. Has the ability to organize for success; understands how to facilitate functional needs and structure to achieve strategic plans.

Credibility and Integrity – Understands internal and external customers and has a true desire to build credibility. Has a personal compass composed of clear principles and the flexibility to balance between literal adherence to rules and the use of policy as a guide. Has the ability to make decisions and be accountable for those decisions.

Teamwork - Cooperates to achieve the Department's mission, goals, and values and encourages diversity of opinions. Has the ability to enhance his/her own ability and the ability of others to contribute.

Communication – Has a clear expression of ideas, thoughts and expectations and is an active and empathic listener. Understands that people process information differently; takes initiative to build relationships; understands cultural differences.

Staff Development - Recognizes that people are the Department's most valuable resource. Can identify and define needs of the Department, attract appropriate candidates, evaluate, and select the most qualified. Takes the time to develop and encourage staff to achieve their true potential.

In addition, to best serve both our internal and external customers, it is important that our management team understands and is sensitive to the diversity of the people we serve. The composition of our management team should also reflect diversity.

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 **Deputy Director, Center for Chronic Disease Prevention and Health Promotion** 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.

The examination process will consist of Supplemental Application. Applicants are required to respond to the following six supplemental items. These supplemental items are designed to identify job achievement in specific areas that demonstrate ability to successfully perform at the CEA B level. Responses to the supplemental items will be assessed based on pre-determined job-related rating criteria. In appraising the relative qualifications of candidates, consideration will be given to the extent and type of pertinent experience and education over and above that required under the minimum qualifications.

Each applicant for this examination must complete and submit his/her responses to all six 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.

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:

1. Leadership ability, including aligning and motivating disparate groups/programs, and/or employees, and ability to deal effectively with a variety of individuals, organizations, state agencies, and local government.
2. Extensive administrative experience and ability to manage 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. Experience with the legislative and budgetary processes, control agencies, and other governmental entities at the local or state level.
4. Experience in and knowledge of a wide range of public health and environmental health issues including issues related to chronic disease, injury control and environmental and occupational diseases.

5. Experience with policy development and implementation.
6. Ability and experience in developing stakeholder relations and increasing public knowledge and information access relating to the public health programs and priorities.

FILING INSTRUCTIONS

Application packages postmarked, personally delivered, or received via interoffice mail after 5:00 p.m. on the final filing date, will not be accepted. Application packages must include two copies of the items listed below.

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A Cover Letter
- A Resume
- A Supplemental Application (Responses)

Applications must be submitted by the final filing date to:

CALIFORNIA DEPARTMENT OF PUBLIC HEALTH, Examination Services Unit/Human Resources Branch
1501 Capitol Avenue, P.O. Box 997378 MS 1700-1702, Sacramento, CA 95899-7378
Sean Anderson | (916) 322-4460 | Sean.Anderson@cdph.ca.gov

ADDITIONAL INFORMATION

Application packages 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 Sean Anderson at Sean.Anderson@cdph.ca.gov or at (916) 322-4460.

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](#)