



## 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.

<b>DEPARTMENT:</b>	CALIFORNIA DEPARTMENT OF PUBLIC HEALTH	<b>RELEASE DATE:</b>	July 11, 2016
<b>POSITION TITLE:</b>	Assistant Deputy Director - Emergency Preparedness Office	<b>FINAL FILING DATE:</b>	August 10, 2016
<b>CEA LEVEL:</b>	CEA A	<b>EXTENDED FINAL FILING DATE:</b>	
<b>SALARY RANGE:</b>	\$6,453.00 - \$9,277.00/ Month		

### POSITION DESCRIPTION

Under the direction of the Deputy Director, the Assistant Deputy Director, Emergency Preparedness Office (EPO) is responsible for ensuring that all aspects of emergency preparedness and response management functions are in place to support the Department's mission to protect the health of the citizens of California. The Assistant Deputy Director, plans, organizes, directs and reviews the staff activities to ensure the effectiveness of the systems and processes followed by EPO. In addition, the Assistant Deputy Director plays a leadership role in ensuring that any needed emergency preparedness policies are updated, tested and fully functional.

The Assistant Deputy Director works with internal and external stakeholders in developing and implementing statewide policies, plans and procedures impacting public health and medical preparedness in response to man-made or natural emergencies.

Assistant Deputy Director plays a leadership role in managing federal grant activities at the state and local levels including the application for federal funds, monitoring federal funds, compliance with federal grant requirements, and reporting on mandated performance measures.

### MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

**Either I**

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 operating policy and program activities for a large public or private entity.
- A track record of recruiting, managing, and retaining top-level managers who function effectively as a team.
- Experience in emergency preparedness.

## DESIRABLE CHARACTERISTIC(S)

- Ability to function as part of an executive management team to plan, develop and implement department policies and priorities.
- Ability to lead and manage a professional multidisciplinary team.
- Proven ability to interact with and engage stakeholders.
- Ability to effectively plan for and manage changes in department priorities and operations necessary to respond to public health emergencies.
- Ability to communicate effectively, orally and in writing, with the Governor's Office, the Health and Human Services Agency, CDPH executives, other state and federal agencies, the Legislature, and CDPH partners, including local health departments.

## 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 **Assistant Deputy Director, Emergency Preparedness Office** with the **CALIFORNIA DEPARTMENT OF PUBLIC HEALTH**. Applications will be retained for twelve months.

The examination process will consist of Supplemental Application. Applicants are required to respond to the following seven supplemental items. These supplemental items are designed to identify job achievement in specific areas that demonstrate ability to successfully perform at the CEA A 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.

Applicants must submit responses to all **seven** supplemental items that follow. Supplemental responses and your application must be postmarked or personally delivered by the final filing date. **Applications received without responses to the supplemental items will not receive further consideration.**

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

*California Relay (Telephone) Service for the Deaf or Hearing Impaired: From TDD phones: (800) 735-2929, from voice phones: (800) 735-2922*

- 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.
- Answer each numbered item separately indicating the corresponding item number for each response.
- Make sure your responses are complete, specific, clear, and concise.

## **SUPPLEMENTAL APPLICATION ITEMS**

The Supplemental items must discuss the following critical factors providing specific examples where appropriate:

- 1. Describe your leadership ability including techniques of organizing and motivating groups and/or employees.**
- 2. Describe your experience dealing effectively with a variety of individuals, organizations, state agencies, and local governments.**
- 3. Describe your knowledge of the principles and practices of public administration, organization, and management.**
- 4. Describe your experience in project management. Describe the steps you would take in planning and implementing a project.**
- 5. Describe an experience that demonstrates his/her ability to analyze complex problems and recommend effective courses of action.**
- 6. Describe your knowledge of planning, developing, and implementing policies and procedures impacting public health preparedness and emergency response.**
- 7. Describe your experience managing a health program impacting local health jurisdictions. Include any statewide/federal policies, and grants and fiscal management that you were responsible for implementing at the local level. Describe any obstacles or challenges and how you overcame them.**

## **FILING INSTRUCTIONS**

Application packages postmarked or personally delivered 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](mailto: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](mailto: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 laws 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](#)