



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:	Monday, March 2, 2015
POSITION TITLE:	Chief, Human Resources Branch	FINAL FILING DATE:	Thursday, April 2, 2015
CEA LEVEL:	CEA A	EXTENDED FINAL FILING DATE:	Thursday, April 16, 2015
SALARY RANGE:	\$ 6,173.00 - \$ 8,874.00 / Month	BULLETIN ID:	03022015_1

POSITION DESCRIPTION

Under the general direction of the Deputy Director, Administration, the Chief, Human Resources Branch, CEA A, has the full responsibility for human resources support services and policy direction for the Department. The Chief establishes, implements, and monitors policies and procedures by using knowledge of, and having access to, current and changing human resources practices and trends gleaned from within the department, other state departments, and the private sector. The Chief reviews and establishes policies and procedures for all aspects of the Human Resources Branch pertaining to: classification, salary-determination matters, payroll, benefits, examinations, out-of-class and other bargaining unit contract grievances, appointments and terminations, workers' compensation negotiations and investigations, return to work coordination, performance appraisals and disciplinary issues, organizational issues, policy and long-range planning for position reductions/layoffs, labor relations, training, recruitment, and other miscellaneous human resources matters. The incumbent establishes and implements short and long-term organizational goals, objectives, policies, and operating procedures; monitors and evaluates operational effectiveness; provides strategic planning resulting in the evaluation and implementation of continuous process improvements and makes changes required for improvement; and develops and implements innovative and effective training programs associated with workforce development, succession planning, and business alignment goals. The incumbent serves as the Department's high-level contact for sensitive areas of human resources management, including classification and pay, organizational structure, benefits, leave accounting, selection, labor relations, and customer services issues. The incumbent represents the Department regarding human resources-related matters in interactions with the Executive Management Team and staff, the California Health and Human Services Agency, the Department of Human Resources, the State Personnel Board, other state agencies, labor unions, and other public and private organizations. The incumbent also responds to appeals from the Executive Management Team on sensitive issues involving human resources and

workers' compensation.

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 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)

- The ability and leadership techniques for organizing and motivating groups and/or employees, managing staff within a multidisciplinary organization.
- Ability to work successfully with persons at high levels of government, such as the state control agencies, including but not limited to, the State Personnel Board, State Controller's Office, Department of Human Resources, and the Department of Finance.
- Knowledge of current and changing human resources practices and trends.
- Demonstrated leadership and extensive experience in program management and team building.
- Broad and administrative management experience, which includes substantial participation in the formulation, operation, and/or evaluation of program, fiscal, and/or human resources policies.

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 **Chief, Human Resources Branch**, 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 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.

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.

SUPPLEMENTAL APPLICATION ITEMS:

1. Describe your ability to ensure compliance with human resources laws, rules, policies, and guidelines while providing service and support to the organization. Include at least one example of how you handled a situation where these two objectives were in conflict.
2. Describe an experience that demonstrates your ability to analyze complex personnel-related problems and recommend an effective course of action.

3. Describe your knowledge of, and experience with, the development of pay differential proposals, including but not limited to, recruitment and retention and geographically based pay differentials.
4. Describe your involvement in a complex human resources related effort through workgroups, or other structures, that required your interaction with top-management and other department or agency management. Provide specifics including the subject, duration, breadth of interaction with management and work products.
5. Describe your ability, including leadership techniques, for organizing and motivating groups and/or employees, directing the work of multidisciplinary professional and administrative staff, and dealing effectively with a variety of individuals, organizations, and state agencies.
6. Describe your experience and ability to advise top-level administrators and gain their confidence and support on a variety of broad personnel policy issues.

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.

Application packages may also be hand-delivered to: 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 or at (916) 552-9369.

Interested applicants must submit:

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

Applications must be submitted by the final filing date to:

CALIFORNIA DEPARTMENT OF PUBLIC HEALTH, Selection and Certification Unit
P.O. Box 997378, MS 1700-1702, Sacramento, CA 95899-7378
Patti Landaker | (916) 552-9369 | patti.landaker@cdph.ca.gov

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](#)