



## 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>	Wednesday, February 11, 2015
<b>POSITION TITLE:</b>	Chief, Office of Compliance	<b>FINAL FILING DATE:</b>	Friday, March 13, 2015
<b>CEA LEVEL:</b>	CEA A	<b>EXTENDED FINAL FILING DATE:</b>	
<b>SALARY RANGE:</b>	\$ 6,173.00 - \$ 8,874.00 / Month	<b>BULLETIN ID:</b>	02112015_3

### POSITION DESCRIPTION

Under the administrative direction of the Director, the Chief, Office of Compliance, provides policy direction, coordination, and overall management for the California Department of Public Health's (CDPH) civil rights, equal employment opportunity (EEO), reasonable accommodation, and internal audit programs. The Chief, Office of Compliance, serves as the department's EEO officer to promote the full realization of equal employment opportunity for CDPH applicants, employees, and contractors and also to ensure equality and fairness in all aspects of the CDPH Human Resources management, practices, and policies.

The Chief, Office of Compliance is a member of the Director's Executive Management Team and has management responsibility for the direct supervisors of the civil rights and internal audits staff. The incumbent shall ensure that the network of risk management, controls, and governance processes are adopted by the CDPH to safeguard assets, test the reliability and accuracy of accounting data, promote operational efficiency and security, and encourage adherence to prescribed state and CDPH policies.

### 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)**

- Demonstrated administrative experience, which includes participation in the formulation, operation and evaluation of program, fiscal, and personnel management policies.
- Knowledge of the interrelationships of federal and state public health programs, including funding and program development.
- Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch, principles, and trends of public administration, organization and management.
- 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 the public, stakeholders and representatives of all levels of government.
- Demonstrated ability to analyze complex program implementation problems and develop effective courses of action to solve them.
- Understanding and commitment to the effective implementation of the State and departmental equal employment opportunity policy.
- Demonstrated ability to communicate effectively, orally and in writing, with the Deputy Director's office, Director's Office, CDPH executives, other state and federal agencies, and CDPH partners.

**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, Office of Compliance**, 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 management skills and experience, including techniques of leading, motivating and developing staff.
2. Describe your experience dealing effectively with other organizations inside and outside the Department on complex or publicly sensitive issues.

3. Describe your knowledge of, and experience with, civil rights laws and the state and federal agencies that administer or enforce civil rights laws.
4. Describe an experience that demonstrates your ability to analyze complex problems and recommend effective courses of action.
5. Describe your ability and experience planning, organizing and directing the work of employees who conduct reviews, audits or investigations of other organizational entities.
6. Describe your knowledge of the Americans with Disabilities Act (ADA) and your experience with implementation of the ADA within a governmental agency.

### **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](mailto: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, M.S. 1701-1702, Sacramento, CA 95899-7378  
Patti Landaker | 916-552-9369 | [patti.landaker@cdph.ca.gov](mailto:patti.landaker@cdph.ca.gov)

### **ADDITIONAL INFORMATION**

Supplemental responses, your application, cover letter, and resume 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.

### **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](#)