



## 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.

<b>DEPARTMENT:</b>	CALIFORNIA DEPARTMENT OF PUBLIC HEALTH	<b>RELEASE DATE:</b>	Tuesday, July 1, 2014
<b>POSITION TITLE:</b>	Assistant Chief Counsel, Contracts and Prevention, Office of Legal Services	<b>FINAL FILING DATE:</b>	Wednesday, July 30, 2014
<b>CEA LEVEL:</b>	CEA B	<b>EXTENDED FINAL FILING DATE:</b>	
<b>SALARY RANGE:</b>	\$ 8,594.00 - \$13,782.00 / Month	<b>BULLETIN ID:</b>	06302014_1

### POSITION DESCRIPTION

**\*\*Final salary pending approval by the California Department of Human Resources\*\***

Under general direction by the Deputy Director and Chief Counsel, the Assistant Chief Counsel is responsible for developing legal policy and ensuring consistent implementation of legal policy by staff of the Contracts and Prevention Team. The Assistant Chief Counsel supervises the Contracts and Prevention Team within the Office of Legal Services (OLS) which is comprised of several attorneys and one or more legal analysts, among other staff. As such, the Assistant Chief Counsel plans, organizes, and directs the provision of legal service and policy advice to the California Department of Public Health (CDPH) programs. The Assistant Chief Counsel is responsible for (1) identifying legal issues requiring policy development for CDPH programs; (2) formulating and developing legal policies; (3) consulting with program Deputy Directors, Division Chiefs, and Branch Chiefs to coordinate legal policies in support of the program goals; and (4) ensuring consistent implementation of legal policies by OLS attorneys.

The Assistant Chief Counsel works with the Directorate; the Center for Chronic Disease Prevention & Health Promotion; the Center for Infectious Diseases; the Center for Environmental Health; the Center for Family Health; the Center for Health Statistics and Informatics; the Administration Division; the Office of Compliance; the Information Technology Services Division; Emergency Preparedness Office; the Office of Public Affairs; the Office of Legislative & Governmental Affairs; and numerous Division Chiefs to formulate, develop, and implement program legal policies. The Assistant Chief Counsel organizes, directs, and reviews the provision of legal services to these programs and coordinates counsel provided to the CDPH Hearing Officers on legal issues impacting their decisions. The Assistant Chief Counsel provides legal advice and support directly to staff of the Governor's Office, the California Health and Human Services Agency and the State Public Health Officer on sensitive and/or controversial legal issues related to programs implemented by CDPH. The Assistant Chief Counsel also responds to CDPH program inquiries from Legislators and Legislative committees that involve issues of law.

## 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.

## SPECIAL REQUIREMENTS

Active membership in the State Bar of California.

## 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)**

- Knowledge of court decisions interpreting the powers of state agencies; the principle and theories of administrative law and judicial review of administrative actions.
- Knowledge of State and Department personnel and labor relations policies and practices.
- Knowledge of the organization of the Department and the functions of programs and Divisions in the Department.
- Ability to advise top-level administrators on a wide range of legal matters.
- Ability to analyze program issues from a broad policy perspective.
- Ability to accurately appraise legal problems, perform legal research, and correctly apply legal principles, evidentiary rules and precedents to propose solutions.
- Ability to write and edit correspondence, pleadings, legal opinions, regulations, and legislation clearly and logically.
- Ability to advise, consult, and work cooperatively with legislators, legislative staff, and staff of other state and federal public agencies.
- Ability to make both planned and impromptu presentations before groups on diverse, complex, and sensitive subjects.

### **DESIRABLE CHARACTERISTICS**

**Creativity and Innovation** – Applies new ways of thinking. Has the ability to solve problems 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.

**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 – Able to express self clearly and succinctly 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 **Assistant Chief Counsel, Contracts and Prevention, Office of Legal Services**, 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 a 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.

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 general knowledge of legal issues common to state government agencies, including

issues arising from the Administrative Procedures Act, Public Records Act, Political Reform Act, State Open Meeting Act, Information Practices Act, and Public Contract Code.

2. Provide an example of a situation in which a program or policy objective was achieved because of your ability to advise, consult and work cooperatively with department staff, legislators, legislative staff, and/or staff of other state and federal public agencies.
3. Describe your knowledge of, and experience with other State agencies that review Department actions or assist in achieving Department goals, including the Health and Human Services Agency, Department of Finance, CalHR, Department of General Services, State Controller's Office, Bureau of State Audits, State Personnel Board, Bureau, and Attorney General's Office.
4. Describe a situation that demonstrates your ability to gain the confidence and support of top-level administrators.
5. Describe your ability to use well-developed management skills to lead, motivate, and develop staff.
6. Provide an example of your ability to analyze program issues from the broad department policy perspective.

### **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 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 cover letter.
- Responses to the six supplemental items above.
- A Resume

### **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](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](#)