



## 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>	Thursday, January 23, 2014
<b>POSITION TITLE:</b>	Deputy Director, Center for Health Care Quality	<b>FINAL FILING DATE:</b>	Friday, February 21, 2014
<b>CEA LEVEL:</b>	CEA B	<b>EXTENDED FINAL FILING DATE:</b>	Friday, March 21, 2014
<b>SALARY RANGE:</b>	\$ 8,594.00 - \$10,237.00 / Month	<b>BULLETIN ID:</b>	01232014_11

### POSITION DESCRIPTION

Under the general direction of the Chief Deputy Director of Policy and Programs, the Deputy Director, Center for Health Care Quality, is responsible for developing, implementing, and enforcing programs to protect patient health and safety and ensuring quality health care for patients, clients and residents in health facilities. The incumbent is also responsible for ensuring the quality of healthcare staff and professionals who work in health facilities through licensing, examination, inspection, education, and proficiency testing. The incumbent advises the Director, Department of Public Health, on policy issues which impact the Division of Licensing and Certification and/or Health Care Associate Infection Section and recommends policies and procedures involving the programs.

Since Licensing and Certification fulfills both Federal and State licensing and certification requirements, the program requires continual coordination with other State and Federal agencies. The incumbent represents the program with various State agencies, including the Department of Finance, legislative bodies (both state and federal), the Health and Human Services Agency, and the general public. The incumbent will represent this highly visible program before legislative hearings and must frequently respond to press inquiries and interviews.

**\*\*Position pending CalHR approval\*\***

### 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)**

- Ability to organize for success; understands how to facilitate functional needs and structure to achieve strategic plans.
- Ability to inspire program staff to develop shared program values and goals.
- Ability to apply consistent and fair application of statutes and regulations.
- Ability to administer a regulatory program that protects California's population.
- A professional compass composed of clear principles and the flexibility to balance between literal adherence to rules and the use of policy as a guide.
- Ability to effectively communicate with department and agency officials and keep them apprised of significant issues or concerns.
- Ability to make decisions that will not be well-received by all on the strength of personal and professional convictions.
- Ability to plan, organize, and direct the work of others.

### **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. Has an awareness of the Department's critical issues, anticipates and influences the future.

**Credibility and Integrity** – Understands internal and external customers. 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 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.

### **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 Health Care Quality**, 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 eight 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 eight 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 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. Include in your response experience in developing programs that serve diverse communities.
4. Describe your knowledge of, and experience with, the California legislative and budgetary processes, State control agencies, and other governmental entities that are necessary for effective program implementation.
5. Describe an experience that demonstrates your ability to analyze complex problems and recommend effective courses of action.
6. Describe your working knowledge of, and experience with, planning, developing, and

implementing policies and procedures impacting patient health and safety, health care facility management practices and patient confidentiality protection.

7. Describe your experience that relates to your ability to apply consistent and fair application of statutes and regulations.

8. Describe your experience interacting with the leadership of health care providers, California's community organizations, professional associations, counties, and community health based programs.

## **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 current resume.
- Responses to the Supplemental Items listed above.

### **Applications must be submitted by the final filing date to:**

CALIFORNIA DEPARTMENT OF PUBLIC HEALTH, Human Resources Branch  
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**

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.

## **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](#)