



Department of Social Services  
CAREER EXECUTIVE ASSIGNMENT  
JOB EXAMINATION ANNOUNCEMENT  
JC-16953 - CEA Level A, CHIEF, PROGRAM INTEGRITY BRANCH,  
WELFARE TO WORK DIVISION  
Final Filing Date: 5/23/2016

**EQUAL OPPORTUNITY EMPLOYER**

The State of California is an equal opportunity employer that actively pursues and hires a diverse workforce. All qualified applicants will receive consideration for employment without regard to age, ancestry, color, disability (mental or physical), gender identity or expression, genetic information, marital status, medical condition, military veteran status, national origin, political affiliation, pregnancy, race, religion or creed, sex, sexual orientation, or any other factor that is not related to the job.

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.

**POSITION DETAILS**

Job Control #: JC-16953  
Position #(s): 800-280-7500-001  
Working Title: CEA Level A, CHIEF, PROGRAM INTEGRITY BRANCH, WELFARE TO WORK DIVISION  
C. E. A.  
Classification: \$6,453.00 - \$14,409.00 CEA Level A Salary range: \$6,173.00 - \$8,874.00  
# of Positions: 1  
Work Location: Sacramento County  
Job Type: Career Executive Assignment - Non Tenured, Full Time

**DEPARTMENT INFORMATION**

California Department of Social Services  
Attn: Examination Unit  
P. O. Box 944243 - MS 8-15-59  
Sacramento, CA 94244-2430

Mary Bayer, Examination Analyst  
Phone: (916) 657-1706  
mary.bayer@dss.ca.gov

## **JOB DESCRIPTION AND DUTIES**

Under the administrative direction of the Deputy Director, Welfare to Work, the Chief of the Program Integrity Branch (PIB) is responsible for the statewide development, implementation, and evaluation of policies and procedures related to the administration of the fraud program for the department and automation projects for CalFresh and California Work Opportunity and Responsibility to Kids (CalWORKs) cash assistance. The Program Integrity Branch is comprised of the Program Technology and Support Bureau and the Fraud and Emergency Food Assistance Program (EFAP) Bureau.

30% Oversees planning, policy direction and goals for the Branch to ensure the effective development, promulgation of regulations and implementation of the administration of the Department's fraud program and the program technology component of the automation projects related to CalFresh (formerly the Food Stamp Program) and California Work Opportunity and Responsibility to Kids (CalWORKs) cash assistance. Directs and oversees the provision of website support for the Division and advocates for the Division's computing needs at the California Department of Social Services Information Technology Governance Committee.

30% Oversees the policy development and implementation of the division's program participation in the maintenance and administration of the Electronic Benefits Transfer (EBT), Statewide Automated Welfare System (SAWS) Projects and other enterprise projects that affect the CalWORKs, CalFresh, Refugee Cash Assistance and other public assistance programs. Oversees and directs the maintenance of the federal EFAP.

20% Directs the cost-effective development of statewide automated systems policies involving several federal and state agencies designed to prevent and detect fraud and collect over payments, including but not limited to, the development of business intelligence systems and data mining. Directs the development and operation of an effective welfare fraud prevention and detection program. Directs the development and assignment of special fraud investigations associated with the more complex and inter-county fraud cases.

10% Develops branch goals and objectives in support of division and department goals and policies. Ensures through subordinate managers that staff deliver timely and efficient services to achieve positive program objectives. Directs administrative activities of the Branch, including budget expenditures and control, performance tracking, contracts and managing human resources from recruitment and recognition to discipline.

5% Oversees the compliance of the county overpayment recovery system to enhance overpayment collection rates.

5% Directs and oversees the maintenance and administration of the Emergency Food Assistance, Drought Food, and Commodity Supplemental Food programs.

## **SPECIAL REQUIREMENTS**

The examination process will consist of a designated examination panel established to score the application and two-page statement of qualifications. The minimum and desirable qualifications listed on this bulletin will be used as evaluation criteria to score the applications and two-page statement of qualifications. Therefore, it is critical that each applicant includes specific information on how his/her background, knowledge and abilities meet the minimum qualifications and desirable qualifications. Based on the examination panel's evaluation of the competitive group, candidates will be ranked competitively, and each candidate will be notified in writing of his/her examination results. Candidates in the top three ranks may be invited to a hiring interview.

Resumes do not take the place of the Statement of Qualifications.

## **APPLICATION INSTRUCTIONS**

Completed applications and all required documents must be received by the Final Filing Date in order to be considered.

Final Filing Date: 5/23/2016

### **Who May Apply**

Individuals who are eligible to be appointed to this Career Executive Assignment (CEA) by the State of California.

### **How to Apply**

Complete Application Packages (Applications and any applicable or required documents) must be submitted electronically through your CalCareer account at [www.jobs.ca.gov](http://www.jobs.ca.gov).

### **Required Application Documents**

Please submit the following items with your application. Applicants who do not submit the required items timely may not be considered for this job:

- State Examination/Employment Application STD Form 678. All Experience and Education relating to the Minimum Qualifications listed on the Classification Specification should be included to demonstrate how you meet the Minimum Qualifications for the position.
- Resume is optional. It may be included, but is not required.

Applicants requiring reasonable accommodations for the hiring interview process must request the necessary accommodations if scheduled for a hiring interview. The request should be made at the time of contact to schedule the interview. Questions regarding reasonable accommodations may be directed to the EEO contact listed on this job posting.

## **EXAMINATION QUALIFICATION REQUIREMENTS**

This position requires an examination to be appointed. Applicants must meet the Minimum Qualifications for the Position in order to compete in the examination.

All applicants must possess the knowledge and abilities, and any other requirements, described in this announcement.

Note: Eligibility to take a CEA examination does not require current permanent status in the civil service.

### General Qualifications

State civil service employees must possess essential general qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

## **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 QUALIFICATIONS**

In addition to evaluating each candidate's relative ability, as demonstrated by quality and breadth of experience, the following factors will provide the basis for competitively evaluating each candidate:

- a) Knowledge of information technology policies and issues, and interactions between numerous federal, state and local oversight entities.

- b) Knowledge of welfare programs administered by the Department of Social Services including fraud prevention and detection and Emergency Food Assistance Programs.
- c) Knowledge of Social Services delivery methodology in California through our state-supervised county administered system.
- d) Ability to effectively meet/negotiate with officials at the Federal, State, Agency, County and local levels.
- e) Ability to advise executive management on a wide range of issues, and formulate and execute effective courses of action.
- f) Ability to develop strategies to smoothly and effectively implement program changes as a result of law or regulation changes.
- g) Ability to provide expert testimony in support of the Department in legislative budget and policy hearings, briefings, and court actions.
- h) Ability to develop a shared vision of leadership with the Department of Social Services particularly in the area of cost-effective fraud prevention and detection.

#### **EXAMINATION INFORMATION**

If you meet the requirements stated in this announcement, you may take this competitive examination. Possession of the Examination Qualifications requirements does not assure a place on the eligible list. Your performance in the examination will be compared with the performance of others who take this examination, and all successful candidates will be ranked according to their scores.

A minimum rating of 70% must be attained in the Examination to obtain list eligibility for this position. All candidates will receive written notification of their examination results.

The results of this examination will be only be used to fill this position. Applications will be retained for twelve months.

Hiring interviews for the Job may be conducted with the most qualified candidates.

The examining Department 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.

#### **SPECIAL TESTING ARRANGEMENTS**

If you have a disability and need special testing arrangements, answer the Reasonable Accommodations question appropriately on your Application (STD 678). You will be contacted to make specific arrangements. Questions regarding reasonable accommodations may be directed to the EEO contact listed on this announcement.

#### **CONTACT INFORMATION**

The Human Resources Contact is available to answer questions regarding the application process. The Hiring Unit Contact is available to answer questions regarding the position.

- **Human Resources Contact:**

Mary Baver  
(916) 657-1706  
[mary.baver@dss.ca.gov](mailto:mary.baver@dss.ca.gov)

- **Hiring Unit Contact:**

Mary Baver  
(916) 657-1706  
[mary.baver@dss.ca.gov](mailto:mary.baver@dss.ca.gov)

- Please direct requests for Reasonable Accommodations to the interview scheduler at the time the interview is being scheduled. You may direct any additional questions regarding Reasonable Accommodations or Equal Employment Opportunity for this position(s) to the Department's EEO Office.

**EEO Contact:**

EEO Office  
(916) 657-2326  
[EEOffice@dss.ca.gov](mailto:EEOffice@dss.ca.gov)

- California Relay Service: 1-800-735-2929 (TTY), 1-800-735-2922 (Voice) TTY is a Telecommunications Device for the Deaf, and is reachable only from phones equipped with a TTY Device.

## POSITION DESCRIPTION

Under the administrative direction of the Deputy Director, Welfare to Work, the Chief, Program Integrity Branch (PIB) is responsible for the development, implementation, and evaluation of policies and procedures related to the administration of the fraud prevention program and automation projects for Cal Fresh (formerly the Food Stamp Program) and California Work Opportunity and Responsibility to Kids (CalWORKs) cash assistance. The PIB is comprised of the Program Technology and Support Bureau and the Fraud and Emergency Food Assistance Program (EFAP) Bureau. The Chief, PIB provides policy direction for a system of clear communication to counties of CDSS goals for cost-effective fraud prevention and efficient automation of program benefits, monitoring of county performance, and technical assistance to improve county performance when needed in California's state-supervised/county administered service delivery system. The Chief, PIB is also responsible for directing the maintenance of the federal EFAP and the recently created Drought Food Assistance Program.