



Department of Social Services

CAREER EXECUTIVE ASSIGNMENT
JOB EXAMINATION ANNOUNCEMENT

JC-7462 - CEA Level A, Branch Chief, Policy and Quality Assurance Branch

Final Filing Date: 5/12/2016

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-7462
Position #(s):	800-907-7500-001
Working Title:	CEA Level A, Branch Chief, Policy and Quality Assurance Branch
Classification:	C. E. A. \$6,453.00 - \$14,409.00
# of Positions:	1
Work Location:	Sacramento County
Job Type:	Career Executive Assignment - Non Tenured, Full Time

Department Information

California Department of Social Services
Administration Division / Examination Unit
744 P Street, MS 8-15-58
Sacramento, CA 95814

Vivian Schroyer
Phone: (916) 654-9563
Email: Vivian.Schroyer@dss.ca.gov

Job Description and Duties

Under the administrative direction of the Deputy Director of the Adult Programs Division, the Branch Chief for the Policy and Quality Assurance Branch is responsible for development, implementation and evaluation of policies, procedures, quality assurance, program integrity and litigation for the following programs affecting CDSS programs for the vulnerable elder and disabled populations: In Home Supportive Services (IHSS), Adult Protective Services as it relates to the IHSS program, SSI/Supplemental Security Program, Cash Assistance Program for the Immigrants and California Veterans Cash Benefits Program. The incumbent will assist the Deputy Director in providing overall policy direction to the Policy and Quality Assurance Branch.

35% Develops, implements, and oversees policies and procedures for the management and operations of the In-Home Support Services/Personal Care Services Program (IHSS/PCSP), the IHSS Residual Program, and the IHSS Plus Options. Oversees, provides input and advice to the Deputy Director and high-level administration officials regarding formulation and development of legislation policy changes for the Adult Protective Services (APS) as it relates to the IHSS program, Cash Assistance Program for Immigrants (CAPI), California Veterans Cash Benefit (CVCB) and the Supplemental Security Income/ State Supplement Payment (SSI/SSP) Program, and the Case Management Information and Payroll System (CMIPS); works closely with the Fiscal and Administrative Branch to coordinate operational and systems functions.

35% Meets and consults with local, State and federal government representatives, advocacy groups, and unions, on policy issues related to the various services provided to elderly and disabled persons. Coordinates policy with the Department of Health Care Services (DHCS), who is the single State Agency for Medicaid funding. Provides policy directions to the 58 counties on the implementation of the IHSS programs.

15% Develops for Deputy Director and Executive Division approval federal and State legislative proposals affecting the State's elderly and disabled adults and children. Coordinates the review and analysis of State and Federal legislation, proposed law and regulatory changes to determine impact on IHSS. Makes recommendations to the Administration to support or oppose legislation. Assists in providing testimony in legislative hearings.

15% Provides general direction to branch managers and staff involved in the administration and implementation of regulations, policy and procedures.

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 or postmarked by the Final Filing Date in order to be considered.

Final Filing Date: 5/12/2016

How To Apply

Completed Examination/Employment Application (STD 678) and applicable or required documents must be submitted to apply for this Job Posting. A completed copy of the Application Packet listing must be included, when submitting your application in hard copy.

Address for Mailing Application Packages

You may mail your application and any applicable or required documents to:

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

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.
- ✘ Statement of Qualifications - Two-page narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications that qualify them for the position.

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 the department's mission, organization, goals, functions, and policies as well as its relationships with other state, federal and local entities.
- b) Knowledge of the In-Home Support Services Programs, Quality Assurance, PI, Research, Supplemental Security Income/State Supplemental Payment Programs, Cash Assistance Program for Immigrants Programs, California Veterans Cash Benefit Program, Adult Protective Services Program and Medi-Cal requirements.
- c) Experience in analyzing complex administrative issues or problems, and developing policies, procedures or specific solutions.
- d) Possess excellent oral and written communication skills.
- e) Ability to deal with a variety of public and private persons and groups in matters of significant program sensitivity including interacting with the Health and Human Services Agency, legislative consultants, federal county and other local entities, advocacy and Stakeholder organizations.
- f) Ability to establish and maintain positive and productive working relationships with the Departments Executive Staff; as well as with other state agencies, including state control agencies.
- g) Experience in preparing and delivering testimony before legislative committees.

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 position or application process.

Human Resources Contact:

VIVIAN SCHROYER

(916) 653-5362

Vivian.Schroyer@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

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.