

Job Posting: Executive Director, DSH-Patton, CEA Level B

Department of State Hospitals - Sacramento

JC-142836 - Executive Director, DSH-Patton, CEA Level B
C. E. A.

\$10,010.00 - \$12,621.00

Final Filing Date: 2/15/2019

Job Description and Duties

Under the general direction of the Director and the Chief Deputy Director of the Department of State Hospitals (DSH), the Executive Director is responsible for the development, organization, and management of a state hospital, and for sustaining a culture of collaboration, accountability, and transparency.

The Executive Director is responsible for policy formation and decision making to ensure the effective operations of a state hospital; provides management and communication interface between the Director's Office and hospital staff, and ensures the coordination of the clinical program and administrative operations to positively affect delivery of services in an environment conducive to quality care and treatment of the patients. The Executive Director is a member of the State Hospital's Governing Body and, as its local representative, is authorized to act on behalf of the Governing Body at the facility during the intervals between meetings.

The Executive Director also ensures expenditures are accountable, adhered to or adjusted accordingly, and do not exceed the annual budget allocation; fosters good relationships between the hospital and the community; maximizes opportunities to educate the public and professional community about mental illness, its personal and public impact, and availability of services; and maintains cooperative working relationships with local legislators, other local officials, and their staff.

You will find additional information about the job in the [Duty Statement](#).

Minimum Requirements

You will find the Minimum Requirements in the Class Specification.

Additional Documents

- [Job Application Package Checklist](#)
- [Duty Statement](#)

Position Details

Job Code #: JC-142836
Position #(s): 502-500-7500-001
Working Title:
Executive Director, DSH-Patton, CEA Level B
Classification: C. E. A.
\$10,010.00 - \$12,621.00 B

of Positions: 1
Work Location: San Bernardino County
Job Type:
Career Executive Assignment - Non Tenured,
Full Time

Department Information

The Department of State Hospitals (DSH) manages the California state hospital system, which provides mental health services to patients admitted into DSH facilities. The department strives to provide effective treatment in a safe environment and in a fiscally responsible manner.

DSH oversees five state hospitals - Atascadero, Coalinga, Metropolitan (in Los Angeles County), Napa and Patton.

Department Website: <http://www.dsh.ca.gov>



California Department of
State Hospitals

Application Instructions

Completed applications and all required documents must be received or postmarked by the Final Filing Date in order to be considered. Dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the USPS, are not considered Postmark dates for the purpose of determining timely filing of an application.

Final Filing Date: 2/15/2019

Who May Apply

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

Applicants must meet the Minimum Qualifications stated in the Classification Specification(s).

How To Apply

Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at www.CalCareers.ca.gov. When submitting your application in hard copy, a completed copy of the Application Package listing must be included. If you choose to not apply electronically, a hard copy application package may be submitted through an alternative method listed below:

Address for Mailing Application Packages

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

Department of State Hospitals - Sacramento
Attn: Executive Recruitment Unit
1600 9th Street, Room 440
Sacramento, CA 95814

Address for Drop-Off Application Packages

You may drop off your application and any applicable or required documents at:

Executive Recruitment Unit
1600 9th Street, Room 440
Sacramento, CA 95814
08:00 AM - 05:00 PM

Required Application Package Documents

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

- Current version of the State Examination/Employment Application STD Form 678 (when not applying electronically), or the Electronic State Employment Application through your Applicant Account at www.CalCareers.ca.gov. 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 required and must be included.
- Statement of Qualifications - **Please see the Statement of Qualifications section below for details.**

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

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:

1. Demonstrated experience in developing a large medical/psychiatric facility's annual budget, and adjusting and adapting to ensure expenditures do not exceed the annual budget allocation.
2. Demonstrated experience in planning, organizing, and directing the work of multidisciplinary professional and administrative staff; and knowledge of the principles, and practices of personnel management, and equal employment opportunity techniques.
3. Demonstrated experience in negotiation/communication skills with labor organizations and staff, and working with attorneys in negotiating the settlement of employee litigation.
4. Demonstrated experience in handling an operational emergency at a medical/psychiatric facility including communication processes with a central office, staff, and patients.
5. Knowledge of licensing and certification processes of medical/psychiatric facilities, Joint Commission accreditation, and policy development for 24-hour facilities.
6. Knowledge of the Department of State Hospitals and mental health programs, healthcare organizations' policies, and California State Government including the organization and practices of the Legislature and Executive Branch.

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 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.

Benefits

Please see the California Department of Human Resources website at:

www.calhr.ca.gov for further information on state employee's benefits.

Contact Information

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

Department Website: <http://www.dsh.ca.gov>

Human Resources Contact:

Executive Recruitment Unit
(916) 654-2351
executive.recruitment@dsh.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:

Kuldeep Kumar
(916) 654-2327
kuldeep.kumar@dsh.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.

Statement of Qualifications

A Statement of Qualifications (SOQ) is a written response to the applicant's qualifications for the position and ability to present information clearly and concisely in writing. Specifically, the SOQ

should include detailed and concise information on how the candidate's education, training, experience, and competencies meet the minimum and desirable qualifications.

In your SOQ, describe your experience, knowledge, and competencies as they relate to each "Desirable Qualifications" factors listed under the "Desirable Qualifications" section of this bulletin. The Desirable Qualifications factors must be addressed and numbered in the same order as listed; do not consolidate responses. The SOQ should not exceed three pages in length, with one-inch margins, single spaced and a minimum font size of Arial 12. Applicants who fail to submit the SOQ as instructed and/or fail to submit all the required documents may be eliminated from the examination process.

Please view the California Department of Human Resources (CalHR) YouTube video titled "Basics of Writing a Strong Statement of Qualifications" for instructions on completing an SOQ.

[Basics of Writing a Strong Statement of Qualifications](#)

Filing Instructions

Interested applicant(s) must submit the following required application documents (Standard State Application STD. 678, resume, and Statement of Qualifications). All required application documents personally delivered must be received by the Department of State Hospitals by 5:00 p.m. on the final filing date. Application documents via U.S. Postal Service must be postmarked by the final filing date in order to be considered for the examination.

Equal Opportunity Employer

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.