C E A

THIS AGENCY GUARANTEES EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

CAREER EXECUTIVE ASSIGNMENT

Flex your POWER

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. 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.

DEPARTMENT: DEVELOPMENTAL SERVICES

POSITION TITLE: ADMINISTRATIVE SERVICES DIRECTOR
Sonoma Developmental Center
(CEA, Level II)
Salary Range: $7815-$8616

FINAL FILING DATE: February 28, 2013 or Until Filled

POSITION DESCRIPTION

The Administrative Services Director (ASD) has twenty-four hour overall responsibility for all administrative functions and operations of the developmental center. Under the direction of the Executive Director, is responsible to plan, organize, and direct all Administrative/Support Services at Sonoma Developmental Center. Participates in the formulation of Center wide policy. Communicates the mission, values, and strategic plan of the Facility to all, and reinforces their responsibility to communicate openly with staff.

EXAMINATION PROCESS

The examination will consist of an application/resume and Statement of Qualifications evaluation by a departmental evaluation committee. Interviews may be conducted if the evaluation committee or appointing power finds it necessary to make a final selection.

FILING INFORMATION

All interested applicants must submit:

- An original, standard State application (STD. 678) with civil service titles and dates of experience.
- A Statement of Qualifications. The Statement of Qualifications is a discussion of the candidate's education and experience that would qualify him/her for this position, related to the Minimum Qualifications, Knowledge and Abilities, Special Personal Requirements, and Desirable Qualifications. The statement should be no more than two pages in length.
- A resume does not take the place of the Statement of Qualifications.

APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION.

The application and Statement of Qualifications should be mailed to:

Department of Developmental Services
Personnel Services Section
1600 Ninth Street, Room 340, MS 3-14
Sacramento, CA 95814
Attention: Peggie McQuillan

Questions concerning the examination should be directed to Ms. McQuillan at Peggie.mcquillan@dds.ca.gov

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications;
Either I
Must be a State civil service employee with permanent civil service status.

Or II
Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.
Or III
Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 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 § 18991.

KNOWLEDGE AND ABILITIES

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 teams; techniques for continuous process improvement and maintaining quality customer service; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management techniques, including employee enablement and empowerment; the Department's civil rights and equal employment opportunity programs; and a manager's role in civil rights and equal employment opportunity programs.

Ability to: plan, organize, and direct the work of multidisciplinary and multicultural 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 Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the Department's or Agency's equal employment opportunity program.

SPECIAL PERSONAL REQUIREMENTS

Ability to perform higher level and policy-influencing functions effectively.

DESIRABLE QUALIFICATIONS

Sufficient knowledge of the organization, mission and statutory environment of the Department to allow the Career Executive Assignment appointee to function effectively in a policy-influencing assignment. In appraising experience, weight will be given to the following desirable qualifications, as well as possession of the minimum qualifications described above:

Knowledge of the Department of Developmental Services, including its program, the needs of the citizens it serves and the developmental center and regional center systems.

Excellent interpersonal/communication skills, and management and leadership skills to ensure successful performance in an Executive role.

Experience in an administrative or executive capacity with responsibility for program administration and policy development.

Strong management skills, particularly in the area of policy and program direction, and the demonstrated ability to facilitate the establishment of priorities.

Direct experience in the operation of a 24/7 highly structured residential living environments.

Experience with persons with developmental disabilities and/or other populations with special needs being served within a developmental center.

DDS / SONOMA DEVELOPMENTAL CENTER
ADMINISTRATIVE SERVICES DIRECTOR (CEA II)
DUTY STATEMENT

The Administrative Services Director (ASD), serving under a Career Executive Assignment (CEA) has a reporting responsibility to the California Health & Human Services Agency, and the Department of Developmental Services. Under this responsibility, the CEA is responsible to the Deputy Director of the Developmental Centers Division as designated under the organizational structure of the DDS.

The ASD works under the direction and supervision of the Executive Director and may act as the Executive Director in his/her absence. The ASD has delegated responsibility for all administrative functions and operations within the developmental center, collaborates with the Executive Director, Clinical Director, and Medical Director in defining and achieving facility long and short term goals/objectives formulated within the context of the mission of the Department of Developmental Services (DDS) and facility; assists the Executive Director as a member of the facility Executive Body in the formulation of overall policy for the facility, and other work as required.

SUPERVISION RECEIVED: Reports directly to the Executive Director and is a member of the Executive Team. Functional supervision is provided by the Assistant Deputy Director of Administrative Operations in the Developmental Centers Division of DDS Headquarters.

GENERAL STATEMENT OF DUTIES: The Administrative Services Director is responsible for planning, organizing and directing all non-treatment services and programs; responsible for developing a performance plan and with the Executive Director (ED), formulates overall policy for the administrative services (Admin).Communicates the mission, values, and strategic plan of the Facility to the managers/supervisors, and reinforces their responsibility to communicate openly with staff; obtain full values from each staff member to their service area; and participate actively in the Facility's positive staff recognition program.

SUPERVISION RECEIVED: Reports directly to the Executive Director and is a member of the Governing Body/Executive Team.

SUPERVISION EXERCISED: Assistant Administrative Services Director; Chief of Plant Operations; General Services Administrator; Human Resources Director; Fiscal Officer, Health & Safety Officer, and Information Technology staff.

PHYSICAL DEMANDS: Must possess and maintain sufficient strength, agility, endurance, and sensory ability to perform the duties contained in this duty statement.

TYPICAL WORKING CONDITIONS: Potential exposure to communicable diseases, blood borne pathogens and other conditions common to a clinical nursing environment. Position requires prolonged sitting and use of computer terminal.

ESSENTIAL DUTIES:

DDS / SONOMA DEVELOPMENTAL CENTER
ADMINISTRATIVE SERVICES DIRECTOR (CEA II)
DUTY STATEMENT

20%	Ensures that all administrative/support services are resident/customer oriented and responsive to the needs of the clients and clinical staff.	
15%	Develops an annual expenditure plan for review and approval by the Executive Committee, and prepares monthly budget status reports. Assures expenditures are closely monitored and within line item allocations.	
15%	Establishes systems to assure ongoing monitoring of Administrative Quality Management (AQM) and assist in the implementation of a facility wide Quality Management System (QMS). Establishes systems and related procedures to assure ongoing monitoring of Administrative Quality Assurance, Risk Management and Overall Standards Compliance. Evaluates the performance of each Admin department manager/supervisor based on outcomes which include internal and external audit/survey findings, and the achievement of Service Area Objectives.	
20%	Through the Administrative Management Team, provides oversight and direction to all Admin staff to assure consistent compliance with all applicable regulations, standards and requirements.	
10%	Works cooperatively with the Clinical Director (CD) and the Medical Director to assure that all essential services are provided to clients residing at SDC. Provides support to the CD and the Medical Director to assist in the achievement of their service areas objectives.	
10%	Clearly communicate to all Admin staff Facility/Department policies regarding providing a discrimination free workplace, a commitment to equal employment opportunities, and a culturally diverse workplace.	
5%	Assist the ED in public relations and public information activities as with city councils, parents' groups, the Governing Body, and communication media. Meet with visitors, parents, and other individuals as necessary.	
4%	May serve as Interim ED when assigned.	
1%	Other duties as assigned.	

Employee Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____