



## Deputy Director, Career Executive Assignment (CEA) Level B, Federal Programs Division

The California Department of Developmental Services (DDS) is the agency through which the State of California provides services and supports to individuals with developmental disabilities. Direct care services are provided through two state-operated developmental centers, one small community facility, and two acute crisis homes. Visit [our website](#) for more information on the DDS.

If you have an interest and passion to work with persons with developmental disabilities, please consider joining our team!

### Job Description and Duties

This CEA plans, directs, and manages the Federal Programs Division in the Department of Developmental Services. This position collaborates with the federal Centers for Medicare and Medicaid Services (CMS) and the Department of Health Care Services (DHCS) on the development, submission, negotiation and implementation of Medicaid funded programs (e.g., Home and Community-Based Services (HCBS) Waivers, State Plan Amendments (SPAs), etc.) to increase Federal Financial Participation (FFP) for services provided to persons with developmental disabilities. Additionally, the Deputy Director is responsible for executive management and oversight of the Early Start Program for infants and toddlers including executive level contacts with the federal funding agency, the Office of Special Education and Programs (OSEP). The Deputy Director has full responsibility for the policies and day-to-day operations of these federally funded programs which result in more than \$2.7 billion in reimbursements annually.

You will find additional information about the job in the **Duty Statement**.

### Position Information

**Salary:** \$10,360 - \$12,341 per Month

**Final Filing Date:** Until Filled

**Work Location:** Sacramento County

### 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:

Knowledge of: The Lanterman Act, developmental disabilities, the regional center service system, and processes and protocols in California state government. Principles, practices and trends of public and business administration including management, supportive staff services, and employee supervision. Formal and informal aspects of the legislative process. Administration and departments goals and policies.

Ability to: Supervise and train subordinate staff. Develop and maintain cooperative and harmonious relationships with department and regional center staff, service providers, the public and others; work with professional personnel in the field relating to coordinating and developing services for persons with developmental needs. Analyze situations accurately and take effective action. Speak and write effectively and reason logically and creatively. Analyze data and present information and ideas effectively. Review and edit written reports and establish and maintain project priorities.

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 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.

### 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:

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 programs, the needs of the citizens it serves, and the developmental services and regional center systems.
- Knowledge of federal funding available to states through Medicaid including the Home and Community Based Services Waivers, 1915i State Plan Option Amendment, block grants, and as well as other funding sources including through the Federal Office of Special Education Programs.

- Experience working with persons with developmental disabilities and the administration of services and supports.
- Experience in an 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 establish priorities and successfully resolve issues.
- Excellent interpersonal and communication skills, management and leadership skills to ensure successful performance in an Executive role.
- Work experience in the Regional Center system.

### **Who May Apply**

For those new to California's State Service, visit [3 Steps to a California State Job](#). Getting a job with the State of California is now simpler than ever. Start by creating a [CalCareer Account](#). With an account, you are able to take civil service examinations, store different versions of your application, apply for vacancies at 150 departments, track your application status and save your résumé all in one place.

### **How to Start**

Review the job bulletin at the red link below to ensure that you meet the minimum qualifications listed on the job specification link.

### **How to Apply**

Complete an Examination/Employment Application (STD 678) and the required documents to apply for any of the job and/or examination bulletins identified at links below. Please see the specific job and examination bulletins for more information.

**[For additional information, including how to apply for this position, please click here](#)**

### **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.