



COUNTY OF LOS ANGELES
 DEPARTMENT OF MENTAL HEALTH
DEPARTMENTAL PROMOTIONAL OPPORTUNITY



RESTRICTED TO PERMANENT EMPLOYEES OF THE DEPARTMENT OF MENTAL HEALTH WHO HAVE SUCCESSFULLY COMPLETED THEIR INITIAL PROBATIONARY PERIOD.

THIS ANNOUNCEMENT IS A REBULLETIN TO UPDATE POSITION INFORMATION, ESSENTIAL JOB FUNCTIONS, SALARY AND SUPERSEDES BULLETIN NO. 58-2008 POSTED ON OCTOBER 15, 2008 WITH AN ORIGINAL FILING DATE OF OCTOBER 16, 2008. PERSONS WHO HAVE ALREADY APPLIED NEED NOT REAPPLY, BUT MAY SUBMIT ADDITIONAL INFORMATION BY THE LAST DAY OF FILING. THE INFORMATION MUST INCLUDE THE CORRECT EXAMINATION TITLE AND NUMBER.

Bulletin No. 02-2009

Posting Date: January 20, 2009

JOB TITLE	<u>DIVISION CHIEF, PROGRAM DEVELOPMENT, MENTAL HEALTH</u>
EXAM NUMBER	24720C
FILING DATES	January 21, 2009 - February 03, 2009
SALARY	\$8,311.27 - \$10,901.18 MONTHLY
POSITION INFORMATION	Directs program planning and program development activities in a division within the Department of Mental Health.
ESSENTIAL JOB FUNCTIONS	<ul style="list-style-type: none"> • Plans, develops, implements, and monitors new and existing programs for targeted age groups or priority populations, including but not limited to Mental Health Services Act (MHSA) funded programs. • Administers and provides program oversight to a range of contracted and directly-operated programs. • Develops and controls annual budget, including but not limited to MHSA-funded programs. • Collaborates with various community-based organizations, other county departments and state DMH to advocate for and develop an array of services and resources to expand/leverage existing knowledge and funding. • Represents DMH as liaison to various constituent groups and oversight bodies to ensure accurate reporting of required program outcomes. • Directs the development of policies and procedures for the administration of programs. • Plans, assigns, directs, and evaluates the work of the division. • Directs the development of administrative structures to manage contractor and directly-operated program expenditures, invoices, and reimbursements. • Oversees and supervises the operation of a division including recruiting, training, supervising, and supporting a culturally diverse team of professional and paraprofessional staff. • Represents the division and bureau on interdepartmental,

intradepartmental, local, and state level workgroups.

SELECTION REQUIREMENTS

OPTION I: A Doctorate degree from an accredited* college or university with specialization in a Behavioral Science or in Health Administration - AND- three years of experience in mental health program planning and implementation.

-OR-

OPTION II: A Master's degree from an accredited* college or university with specialization in a Behavioral Science or in Health Administration - AND- five years of experience in mental health program planning and implementation.

Physical Class: 2 - Light:

Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

Licenses: A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

Special Requirement Information: *Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources (DHR). Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services and Association of International Credential Evaluators, Inc.

OUT-OF-CLASS: Experience gained in a position performing similar kinds of work, which provides the knowledge, skills, and abilities required for this higher-level position will be accepted. Experience claimed will be verified and evaluated to determine if the type, level or length of experience is qualifying. Applicants must supply sufficient information for this evaluation to be made. Applicants claiming such experience in County service must present, at the time of filing, written proof of this experience, Verification of Experience Letter, approved by the Departmental Human Resources Manager or higher level designee. Credit will only be given for out-of-class experience to meet the selection requirements only.

Withhold Information: Permanent employees who have completed their initial probationary period and hold a qualifying payroll title may file for this examination if they are within six months of meeting the experience requirements by the last day of filing. The names of such candidates will be withheld from the eligible register until the experience requirements are fully met.

SPECIAL INFORMATION

Shift: Any Shift

VACANCY INFORMATION

The eligible list resulting from this examination will be used to fill vacancies in the Department of Mental Health.

EXAMINATION CONTENT

This examination will consist of training and experience based on the This examination will consist of an evaluation of training and experience based upon application information and interview weighted 50% and an Appraisal of Promotability weighted 50%. The interview will cover training, experience, personal fitness and general ability to perform the duties of the position. The Appraisal of Promotability is designed to measure knowledge and skills, verbal/written communication skills, analytical skills and decision-making ability, interpersonal and public relations skills, problem solving ability, managerial and leadership skills.

Candidates must achieve a passing score of 70% or higher on each weighted part of the examination in order to be placed on the certification list.

ELIGIBILITY INFORMATION

The names of candidates receiving a passing grade on this examination will be placed on the eligible list in the order of their score group for a period of twelve (12) months following the date of promulgation.

***** IMPORTANT INFORMATION *****

APPLICATION INFORMATION

You have the option of filing a standard County of Los Angeles Employment Application either Hard Copy submission **-OR-** Online (via electronic submission). Please select only **ONE** method to file your application.

Instructions for Filing Online: The Standard County of Los Angeles Employment Application for this examination can be completed Online and submitted electronically beginning Wednesday, January 21, 2009 through Tuesday, February 3, 2009. Applications electronically received after 5:00 p.m., PST, on the last day of filing will not be accepted. TO APPLY ONLINE GO TO: <https://easier.co.la.ca.us>.

Applicants who apply Online, must either upload required documents as attachments during application submission or fax a photocopy of the required documents to (213)637-4585 within five (5) business days of filing Online. Please include your Name, the Exam Number and the Exam Title on faxed documents.

Instructions for Hard Copy Submission : A Standard County Employment Application for this position will be accepted on business days only between 8:00 a.m. and 5:00 p.m., beginning Wednesday, January 21, 2009 through Tuesday, February 3, 2009 at the Department of Mental Health, Human Resources Bureau, Recruitment Unit, 550 South Vermont Avenue, Room 901, Los Angeles, California 90020. Hard copy applications may be hand-delivered or sent through the U.S. Mail. Applications received by the DMH-Recruitment Unit after the last day of filing will NOT be accepted. A Standard County Employment Application can be found at: <http://easier.co.la.ca.us/JobInfo/empapp.pdf>.

If your employment application form is incomplete, it may be rejected at any stage of the selection process. For each job held, give the name and address of your employer, your job title, beginning and ending dates, description of work performed, total number of hours worked (full or part-time) and salary earned. Attach an additional page to your application, if necessary, to describe fully your related job experience. Resumes showing training and experience may be attached to the County of Los Angeles application. All information and records are subject to verification. Falsification of records can result in disqualification from the examination

or termination of employment.

Submit completed application and any required supplemental (if any) in person or by U.S. Mail to the following address:

Department of Mental Health
Human Resources Bureau
550 South Vermont Avenue, 9th Floor, Room 901
Los Angeles, CA 90020
(213) 738-2823

On-Line Filing: To file On-Line, https://easier.co.la.ca.us/easier/Applicant/applicant_logon.cfm?exid=1466.

DISABILITY ACCOMMODATIONS

Americans with Disabilities Act of 1990: All positions are open to qualified men and women. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation, or help in order to apply for a position, may contact the ADA coordinator at (213) 738-2850.

Contact the Coordinator of Personnel Services for Disabled Persons by calling (213) 738-2850. Hearing impaired applicants with telephone teletype equipment may leave messages by calling (800) 772-1213 . The County will attempt to meet reasonable accommodation requests whenever possible.

AN EQUAL OPPORTUNITY EMPLOYER

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

CHILD SUPPORT COMPLIANCE

Los Angeles County Child Support Compliance Program: In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires which may assist in locating persons who owe these obligations. Family Code Section 17512 permits under certain circumstances for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

[| [Admin Menu](#)]