

Job Posting: Chief Deputy Director

Department of Fair Employment and Housing



Position #326-100-9531-001

Job Description and Duties

Under the general direction of the Director, serves as an assistant and advisor to the Director and generally oversees the internal operations of the Department. The incumbent is responsible for highly sensitive departmental, program, administrative, and operational activities. Through subordinate executive and managerial staff:

- Provides oversight and high level direction to the following departmental divisions: Administrative Services, Dispute Resolution, Enforcement, Executive Programs, Information Technology Services, Legal, and Public Affairs.
- Assists the Director and leads in the development, evaluation, and implementation of departmental policies, processes, and programs. Serves as a leader of the Executive staff.
- Leads in the development and execution of the Department's strategic plan, annual action plans, and organizational development and change management initiatives to achieve the Department's goals and objectives.
- Reviews departmental reports and information prior to submission to the Business Consumer Services and Housing Agency, the Governor's Office, the Legislature, control agencies and others, and represents the Department in a variety of meetings and hearings with these entities and the general public.
- Acts on behalf of the Director.

About the Department

DFEH is the largest state civil rights agency in the country. It was established by the Legislature in 1959 as the Division of Fair Employment Practices. In 1980, DFEH was established as an independent department. It is now charged with enforcing California's comprehensive employment, housing, public accommodations and public service non-discrimination laws, as well as the state's hate violence law and anti-trafficking law. The Department is part of the Business, Consumer Services and Housing Agency and is administered by a Director appointed by the Governor. Each year, DFEH receives tens of thousands of civil rights complaints from the public. The Department investigates and mediates complaints and prosecutes civil actions in state and federal courts.

DFEH Website: <http://www.dfeh.ca.gov>

About the Position

Work Location: Elk Grove, CA

Job Type: Exempt Executive Assignment – Non-Tenured, Full Time

Salary: The actual monthly compensation to be paid to the successful candidate will be determined by the Governor's Office with reference to the experience, knowledge, skills, and further subject to budgetary constraints.

Conditions of employment: The Chief is an exempt position and the incumbent is appointed by the Governor and is an "at will" employee. Therefore, the appointment may be terminated at any time without advance notice, cause, or right of appeal.

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:

- Strong commitment to the civil rights laws enforced by the Department and the Department's vision: *A California free of discrimination.*
- Ability to promote the mission and vision of the Department, set and attain goals, create a clear sense of purpose, manage change, be creative and innovative, and plan strategically.
- Experience in personnel management, leadership, policy development, and sound management practices, which demonstrates the ability to lead, plan, organize, and direct managers and staff to achieve timely and effective outcomes.
- Ability to analyze complex problems and recommend and/or implement effective courses of action; ability to make independent, appropriate, ethical decisions regarding difficult and/or highly sensitive matters in accordance with good public policy and an understanding of consequences of actions.
- Ability to inspire and motivate managers and staff and foster a healthy and productive work environment in accordance with Department's core values: *Accountability, Commitment to Justice, Customer Service, Excellence, Fairness, Integrity, and Teamwork.*
- Ability to present information and express ideas in a clear, confident, and convincing manner, both orally and in writing; and to receive, interpret, and respond to information in ways that are appropriate to various listeners and situations.
- Excellent interpersonal skills; ability to develop positive working relationships and interact effectively with managers and staff at all levels within the Department as well as individuals and entities within the Legislative and Executive Branches, external stakeholders, and the public.
- Knowledge of the organization and functions of California State Government including the organization, policies, and practices of the Legislature and the Executive Branch as well as the principles, practices, and trends of public administration and a manager's role in facilitating equal employment opportunity.

How to Apply

Interested candidates must submit the online Governor's Appointment Application directly to the Governor's Office. The application is located at https://www.gov.ca.gov/s_appointmentsapplication.php.

Select "Department of Fair Employment and Housing, Chief Deputy Director" from the drop list for item #3 of the online application, to be considered for this position.

All applications will be screened and only the most qualified candidates will be scheduled for interviews. Travel expenses associated with the interviews are the responsibility and at the expense of each candidate.

Applicants requiring reasonable accommodations for the hiring interview process should request the necessary accommodations at the time of contact to schedule the hiring interview. Questions regarding reasonable accommodations may be directed to the EEO contact listed on this job posting.

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.

Contact Information

Apply via the Governor's Appointment Application located at:
https://www.gov.ca.gov/s_appointmentsapplication.php.

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 to the Department's EEO Officer:

Brenda Valle
(213) 337-4469
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or 800-700-2320 (TTY) or California's Relay Service at 711