



## GOVERNORS EXEMPT APPOINTMENT

Job Title: Executive Director  
Location: Sacramento  
Salary Range: \$101,952 - \$110,280 (salary is currently under review)  
Final Filing: August 31, 2009

### Position Description:

The Mental Health Services Oversight and Accountability Commission (MHSOAC) is a 16-member statewide Commission created in statute to oversee the implementation of the Mental Health Services Act (MHSA). The Executive Director is responsible for management of staff and fiscal resources to achieve the following:

- Development and operation of a system of accountability for MHSA funds, including the core principles cited in California Code of Regulations Section 2230(a).
- Implementation of selected MHSA programs for which the MHSOAC is designated lead agency (Prevention and Early Intervention programs and innovation programs).
- Administration of public meetings and processes required to fulfill all requirements of the MHSA, including Commissioner briefings and information, outreach and communication to ensure transparency, client and family member involvement, cultural and linguistic competence and inclusion of stakeholder input.
- Coordination of policy and operations with other state and local agencies who share responsibility for implementation of the MHSA.

### Major Responsibilities

- Annually proposes for Commission adoption a MHSOAC Strategic Plan and workplan/calendar outlining goals and priorities for both the Commission and its committees.
- Manages MHSOAC Committees and staff and collaborates with partners and others to implement the MHSOAC Strategic Plan.
- Serves as a public spokesperson for the MHSOAC.
- Serves as principle liaison between the MHSOAC, Department of Mental Health, California Mental Health Directors Association, California Mental Health Planning Council, the Legislature and stakeholder organizations.
- Prepares the MHSOAC to act in a timely fashion in all regulatory, financial, legislative and operational situations by anticipating situations and securing Commission authorization to act.
- Facilitates all MHSOAC meetings, including developing the agenda, ensuring all policy recommendations are clearly presented and the meetings are conducted according to the Bagley-Keene Open Meetings Act.

- Oversees the MHSOAC committees to ensure the Commission facilitates a broad range of stakeholder issues that move the implementation of the MHSA towards transformation of the mental health system.
- Supervises and directs research on mental health issues and provides the results to the Commission.
- Provides leadership to all Commission staff; manages the MHSOAC budget, personnel and contracts.
- Provides consultation, technical assistance and recommendations to the MHSOAC in all areas of policy development.

### **Qualifications**

- Demonstrated successful experience working for or with a political commission, council or board.
- Significant experience in convening high-level councils, boards, commissions or workgroups; report writing; and meeting facilitation.
- Managerial level experience in planning, organizing and operating policy and program activities for a public or private entity.
- Significant leadership experience working on complex projects and/or programs that involve partnering with multiple and divergent groups or individuals, such as federal, state or local governments, local community-based organizations, public or private agencies, diverse advocate groups.
- Demonstrated experience in a leadership, management or supervisory position requiring the ability to plan, organize and direct the work of staff.
- Experience with public speaking to large groups; facilitating and leading discussions among diverse stakeholder groups.
- A demonstrated understanding of the public mental health system is desirable, but not required.

### **Knowledge of:**

- The organization, functions and processes of California State Government including the Legislature and the Executive Branch.
- Principles, practices and trends of public administration, organization, and management.
- Program development and evaluation.
- Principles and practices of policy formulation and development.
- Principles and practices of fiscal management.
- The Bagley-Keene Open Meetings Act and its processes.

### **Ability to:**

- Resolve complex issues quickly and effectively, and determine appropriate course of action for problem solving in situations of conflict or while under pressure.
- Ability to interact in a positive and professional manner and to develop and maintain strong working relationships with the Commissioners, all levels of government including the Legislature, co-workers, advocate groups the general public and the mental health community.
- Ability to plan, organize and direct the work of staff to ensure the Commission is able to meet its mission, goals and timeframes.

### **Preferred Personal Characteristics**

- Dynamic and energetic leader with a reputation for improving living experiences for individuals in the community.
- Tact and independence of judgment, and the willingness to work in a politically sensitive area, frequently under pressure and within short time frames.
- Highly motivated, accountable individual who enjoys challenges and achieving goals.
- Strong organizational skills and an open collaborative style; willingness to mentor and develop staff.
- Excellent verbal, listening and written communication skills with the ability to communicate effectively with people at all levels and backgrounds.

### **Screening and Selection Process.**

A preliminary review of resumes will occur by an Executive Steering Committee. Only the most qualified candidates will be invited for interview. The Executive Director position is an “Exempt” position, therefore appointment to this position and salary are subject to executive approval.

### **Compensation and Benefits**

The State of California benefits package includes:

- Retirement contributions into the California Public Employees’ Retirement System (CalPERS)
- Vacation and sick or annual leave
- Medical, dental and vision insurance
- Life plus Accidental Death and Dismemberment
- Holidays
- Voluntary enrollment into a deferred compensation program, Long Term Disability Insurance, Long Term Care Insurance, Group Term Life Insurance, and a Legal Plan.

### **How to Apply**

Interested candidates should submit:

- A cover letter/statement of qualifications, no more than three pages in length, describing how the candidate’s background and experience specifically relates to the ability to perform the duties of this position.
- A resume.
- Three professional references (name, telephone number, and email address).

Submit all documents, electronically if possible, to:

[Renee.Renwick@DMH.CA.Gov](mailto:Renee.Renwick@DMH.CA.Gov)

Or mail to:

Renee Renwick  
c/o: MHSOAC  
1300 17<sup>th</sup> Street, Suite 1000  
Sacramento, CA 95811

Questions may be directed to Renee Renwick at the above email address.