



## **DEPUTY ADMINISTRATOR VETERANS HOME OF CALIFORNIA – YOUNTVILLE**

### **Governor's Exempt Appointment**

#### **EMPLOYMENT OPPORTUNITY**

#### **FINAL FILING DATE:**

Open Until Filled

**WHAT MAKES CALVET A GREAT WORKPLACE:** The Veterans Home of California – Yountville offers a unique opportunity for experts in leadership and management to provide quality services for veterans in need. Operational decisions are focused first and foremost on the care and comfort of our veterans rather than profit margins, allowing the ideal candidate to help deliver quality services while offering a welcoming environment for our nation's heroes.

We also offer an excellent base salary and compensation package! Salary will be commensurate with experience and determined at the time of hire. This position includes additional compensation and benefits that exceed what is typical in the private sector, including:

- Health/Dental/Vision Insurance
- CalPERS Retirement Option
- Group Legal Services Option
- Savings Plus Program
- Domestic Partner Coverage
- Life Insurance Option
- Long-Term Care Program option
- Employee Assistance Program
- Free Parking
- Annual Leave (15 hours/month for first 10 years) and holidays (12 per year)

#### **LOCATION:**

Veterans Home of California – Yountville  
260 California Drive, Yountville, California 94599

**WHO SHOULD APPLY:**

The California Department of Veterans Affairs is seeking a dynamic Deputy Administrator to oversee operations for the Veterans Home of California – Yountville. The ideal candidate will have executive-level leadership experience in healthcare, state government, and/or the military. Eligible honorably discharged veterans are encouraged to apply.

The selected candidate will supervise departmental managers in the daily operations of the Yountville Home, ensuring continuity and consistency in delivery and quality of services. The Deputy will monitor compliance with applicable state and federal standards, regulations, and guidelines, including requirements related to long-term care and the administration of state facilities. We are seeking professionals who are eager to touch the lives of our nation's heroes. It's a commitment that promotes countless rewards not only to our residents but to our employees as well by providing meaningful services to render the optimum level of resident care.

**ABOUT THE FACILITY:**

The Veterans Home of California – Yountville is located in the heart of scenic Napa Valley. Founded in 1884, the Yountville Home is the largest and oldest veterans home in the United States. The Home offers residential accommodations and around-the-clock nursing care with a wealth of recreational, social, and therapeutic activities. The Yountville Home is a true community, offering veterans a baseball stadium, a nine-hole golf course, a military exchange store, an on-site library, a 1,200-seat theater, and many other services and facilities. The Home offers multiple care options, ranging from independent and assisted living to skilled nursing and dementia care. Nearly 1,000 aged or disabled veterans of World War II, Korean War, Vietnam War, and other eras reside at the Home.

**DUTIES:**

Under the direction of the Administrator of the Yountville Veterans Home and the Deputy Secretary and Assistant Deputy Secretary for Veterans Homes, the Deputy Administrator supports the planning, direction, coordination of all facility operations. The Deputy handles day-to-day activities for the Home, identifying and addressing operational needs on behalf of the Administrator. The Deputy ensures the Home remains compliant with state laws and requirements, performing oversight of staff activities including facility management, contract development, procurement, maintenance, staffing, and hiring. The Deputy also evaluates and implements all administrative policies, strategic plans, goals, and strategies for the Home. The Deputy is responsible for organizational management, ensuring the Home is properly aligned to meet its clinical and operational needs while holding staff accountable for performance and outcomes. Finally, the Deputy acts as a decision maker for the Home when necessary.



**DESIRABLE QUALIFICATION(S):**

- Successful executive-level management and leadership in long-term care, state government, and/or the military
- Demonstrated experience to communicate effectively, orally and in writing, with representatives from all levels of government, the public, and Legislative and Executive Branches
- Knowledge of and experience in contracting, procurement, and hiring practices, preferably as a state employee
- Demonstrated experience to develop working relationships with stakeholders

A preliminary review of all applications will occur by an Executive Screening Committee. Only the most qualified candidates will be invited for interview. A recommendation will be made to the Governor's Office for appointment to this Exempt position.

**All interested applicants must file a standard state application form (Std. 678: <http://www.spb.ca.gov>), résumé and a separate "Statement of Qualifications" specifying how the candidate's background and experience relates to the applicant's ability to perform in the specified position. The "Statement" should be no more than three pages in length. Mail these documents to:**

**California Department of Veterans Affairs  
Attention: Rashida Parker  
Human Resources Division  
1227 O Street, Suite 404  
Sacramento, CA 95814**

**IN ADDITION, YOU MUST SUBMIT THE ON-LINE GOVERNOR'S APPOINTMENT APPLICATION, LOCATED AT [http://gov.ca.gov/m\\_appointments.php](http://gov.ca.gov/m_appointments.php) DIRECTLY TO THE GOVERNOR'S OFFICE.**

Questions regarding the application process may be directed to Rashida Parker at [Rashida.Parker@calvet.ca.gov](mailto:Rashida.Parker@calvet.ca.gov) or (916) 653-2209. Questions regarding the position may be directed to Thomas Martin at [Thomas.Martin@calvet.ca.gov](mailto:Thomas.Martin@calvet.ca.gov) or (916) 503-8035.

TDD is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD device. (916) 653-1966.

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

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.



**“HONORING CALIFORNIA’S VETERANS”**