

Placer County Health and Human Services Department

Invites applications for:

# DIRECTOR OF ADMINISTRATIVE SERVICES

(Deputy Director of Health and Human Services)



Annual Salary: **\$129,396.80 – \$161,595.20**

**\*Annual salary at appointment based on qualifications and experience.** This recruitment will be open until filled. To apply for this outstanding career opportunity, please submit an application via the County's website at [www.JobsAtPlacerCounty.com](http://www.JobsAtPlacerCounty.com).

## THE OPPORTUNITY

This is an extraordinary career opportunity to join a progressive and innovative County located in scenic Northern California. Placer County is an award-winning organization and a noted leader in the field of health and human services. The County seeks to attract highly qualified candidates for consideration that bring credibility, passion, and an innovative approach to the delivery of services to the community.

## COUNTY GOVERNANCE AND ORGANIZATION STRUCTURE

The County is governed by a five-member Board of Supervisors elected to four-year terms by voters within their respective districts. This governing structure has nearly all non-elected Department Heads reporting to the County Executive Officer. The County's budget for FY 2020/2021 is \$1.02 billion with a current staff of approximately 2,674 funded positions.

## HEALTH & HUMAN SERVICES DEPARTMENT

The consolidated Department of Health and Human Services (HHS) is a mission-driven organization responsible for a broad range of public health, behavioral health, human services, and animal services. HHS builds health and well-being in Placer County as leaders, innovators, and partners with our community to strengthen, support and protect all who live here. HHS consists of six divisions, including:

- Administration
- Adult System of Care
- Children's System of Care
- Human Services
- Public Health
- Environmental Health/Animal Services

The successful candidate for the Director of Administrative Services position will have the exciting opportunity to work closely with the Department Director to lead a team committed to the delivery of fiscal and administrative services to support the operating divisions and the larger department.

The HHS operating budget for 2020/2021 is approximately \$230 million with 743 positions. Approximately 62 of these positions are allocated to Administrative Services.

## THE POSITION

The HHS Administrative Services Director is an unclassified management position that reports directly to the HHS Department Director. Consistent with the HHS mission and goals this position serves as the chief fiscal advisor

with responsibility for overseeing department-wide fiscal, administrative, and business management functions, including:

- Evaluating and recommending improvements for the fiscal aspects of the department; leading and overseeing development of the annual HHS budget of approximately \$230 million and the annual department plan;
- Promoting continuous quality management initiatives, performing internal audits recommending streamlined and effective administrative and operations support systems including information systems and best practices;
- Serving as the primary liaison to the Placer County Auditor-Controller's office to assure that fiscal policies and procedures are implemented and followed; working as a member of the executive management team and serving as a department policy-making member; providing proactive, positive support to departmental and multi-disciplinary teams.

The successful candidate for this position will demonstrate the experience necessary to forge and maintain effective working relationships and partnerships with the County Executive Office, Board of Supervisors, Auditor-Controller's Office, Community Development Resource Agency, and other County departments.

## THE IDEAL CANDIDATE

In addition to possessing the minimum education and experience, the HHS Director of Administrative Services will be flexible, patient, and politically savvy. The successful candidate will be able to balance the competing needs and priorities of the HHS Department, County Executive Office, Board of Supervisors, Auditor-Controller's Office, clients, contractors, vendors, and community partners.

The HHS Director of Administrative Services will be an accomplished communicator, accustomed to making presentations in front of large groups, with superb interpersonal skills to communicate effectively and work cooperatively with the public, staff, elected officials, department heads, government agencies, and community groups. In addition to outstanding written communication skills, candidates must have a thorough understanding of the applicable laws and regulations related to the fiscal, administrative, and business management functions assigned to the HHS Director of Administrative Services. It is expected that the individual selected will bring a passion for customer service and a desire to remove barriers to optimum team performance.

## PLACER COUNTY AND THE REGION

Today, Placer County represents a rapidly growing and prosperous community characterized by a healthy and



mature economy, attractive business environment, and residents who benefit from a developed educational, safety and healthcare infrastructure, in addition to abundant recreational opportunities. Additionally, the County has benefited financially by the development agreement with the United Auburn Indian Community to build and subsequently expand the Thunder Valley Casino, located in Lincoln off Highway 65. Also, William Jessup University, a four-year institution, and Sierra College, a two-year institution, both located in Placer County.

The County encompasses 1,506 sq. miles (including 82 sq. miles of water) or 964,140 acres (including 52,780 acres of water) and is located 80 miles northeast of San Francisco. Total population is approximately 400,000 in both the unincorporated and incorporated areas of the County (Auburn, Colfax, Lincoln, Loomis, Rocklin, and Roseville). It is bordered by Nevada County to the north, the State of Nevada to the east, El Dorado and Sacramento Counties to the south, and Sutter and Yuba Counties to the west.

Well known for the excellent, award winning elementary and high schools, Placer County also offers a range of housing options including those on small lots, five-acre parcels, larger horse properties, or properties with a mix of farming opportunities.

Placer County is part of the Sacramento Region, which also includes the Counties of El Dorado, Sacramento, Sutter, Yolo and Yuba. The County Government Center is located in North Auburn and is well positioned 30 miles northeast of Sacramento, the State Capital. San Francisco and the Bay Area are an easy drive of 90 miles by car or also serviced by Amtrak stations in Auburn and Rocklin. Napa Valley is less than an hour away from the heart of Gold County.

Outdoor recreation activities in Placer County are abundant all year long and range from hiking, biking, horseback riding, to rafting on rivers, to snowshoeing and skiing, adding to a focus on an array of resort and supporting industries.

Additionally, a number of vineyards and wineries have expanded throughout the County, bringing in a number of visitors and relocated activities. The Sierra Nevada Mountains and Lake Tahoe, parts of which are located in Placer County as well as the stunning beauty of the foothills, offer an unlimited range of recreational opportunities and incredible scenery.

Placer County also has a County wide agricultural marketing program called PlacerGROWN that assists County farmers with direct marketing of their locally grown products. They offer a wide variety of fresh produce year round, from Satsuma mandarin oranges in November and December, to peaches, plums, nectarines, and strawberries in spring and summer. Also grown is a large variety of fresh vegetables. Several ranches provide locally raised beef, sheep and

hogs. The County has a year round Farmers' Market in Auburn with many seasonal markets open in various locations within the County.

## MINIMUM QUALIFICATIONS

**Experience**—Seven years of increasingly responsible experience performing financial planning and evaluation, and budget management in a health and/or human services agency, which includes at least four years of experience at the management level.

**Education**—Equivalent to a Bachelor's degree from an accredited college or university with major coursework in accounting, finance, business/public administration or a related field.

## COMPENSATION AND BENEFITS

**Salary**—The annual salary range for this unclassified management position is \$129,396.80 – \$161,595.20

**Annual Leave**—The County provides 100 hours of management leave to be used as time off or paid out in cash, in addition to a competitive vacation and sick leave package and thirteen (13) paid holidays per year.

**Cafeteria Plan**—The County provides \$4,000 per calendar year that can be taken in cash or used for unreimbursed medical expenses, unreimbursed dependent care expenses, or 401(k) plan contribution.

**Deferred Compensation**—Voluntary 401(k) is available through payroll deductions. The County will match one dollar for every four dollars in employee contributions made to a 401(k) account up to a maximum employer contribution of \$750.00 per employee per calendar year.

**Education Allowance**—Tuition reimbursement is available for approved classes up to a maximum of \$1,200 per year.

**Health, Dental and Vision Insurance**—Health coverage is available through CalPERS with the County paying 80% of the selected plans total premium for employee. Dental and Vision insurance are fully paid by the County for the employee; the employee pays the premium for dependents.

**Life Insurance**—A fully paid double indemnity life insurance policy of \$50,000 is provided for the employee. An accidental death policy of \$10,000 is also fully paid by the County.

**Retiree Medical**—Employees hired prior to January 2, 2005, received the same County medical contribution as active employees upon retirement with five years of CALPERS service credit. Employees hired after January 2, 2005, receive 50% of the County medical contribution upon retirement with ten years of CalPERS service credit including five years of Placer County service. Employees receive an additional 5% of the County medical contribution for each additional year of service up to 20 years.

**Retirement Plans**—Employees are covered by Social Security and the California Public Employees Retirement System (CalPERS). Placer County has three pension tiers for miscellaneous members, 2.5% at 55, 2% at 55 and 2% at 62. The tier an employee is placed in is dependent upon hire date and CalPERS membership date. Beginning January 1, 2013, all new hires to Placer County who have not been members of CalPERS within the last six months will generally be placed in a 2% at 62 formula. Both the employer and employee contribute 6.2% into Social Security and 1.45% into Medicare.

## APPLICATION PROCESS

To be considered for this excellent career opportunity, please submit a completed application via the County's website at [www.jobsatplacercounty.com](http://www.jobsatplacercounty.com).

This recruitment will be open until filled. Interested candidates are encouraged to apply immediately.

Appointment to this position will be contingent upon successful completion of a post-offer pre-employment background investigation, which may include a fingerprint clearance and a pre-employment examination.

## SELECTION PROCESS

An application appraisal screening will be conducted to select a reasonable number of the best-qualified candidates who will be invited to an interview. The interviews will be used to appraise the education, experience, and personal qualifications of each best-qualified applicant.

For additional information about Placer County please visit the website at [www.placer.ca.gov](http://www.placer.ca.gov).



Thank you for your interest in employment with Placer County. Placer County is an equal opportunity employer and is committed to an active nondiscrimination program. It is the stated policy of Placer County that harassment, discrimination and retaliation are prohibited and that all employees, applicants, agents, contractors, and interns/volunteers shall receive equal consideration and treatment. All terms and conditions of employment, including but not limited to recruitment, hiring, transfer and promotion will be based on the qualifications of the individual for the positions being filled regardless of gender (including gender identity and expression), sexual orientation, race, color, ancestry, religion, national origin, physical disability (Including HIV and AIDS), mental disability, medical condition (cancer or genetic characteristics/information), age (40 or over), marital status, military and/or veteran status, sex (including pregnancy, childbirth and related medical conditions), or any other classification protected by federal, state, or local law. Please contact the Human Resources Department at least 5 working days before a scheduled examination if you require accommodation in the examination process. Medical disability verification may be required prior to accommodation.

## HUMAN RESOURCES DEPARTMENT Equal Opportunity Employer

145 Fulweiler Avenue, Suite 200  
Auburn CA 95603

Main Telephone: (530) 889-4060  
[www.placer.ca.gov/jobs](http://www.placer.ca.gov/jobs)

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