

Placer County Health and Human Services Department

Invites applications for:

# HEALTH AND HUMAN SERVICES ASSISTANT PROGRAM DIRECTOR

(HHS Assistant Program Director – Human Services Division)



Annual Base Salary:  
**\$120,681.60–\$150,716.80**

**\*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

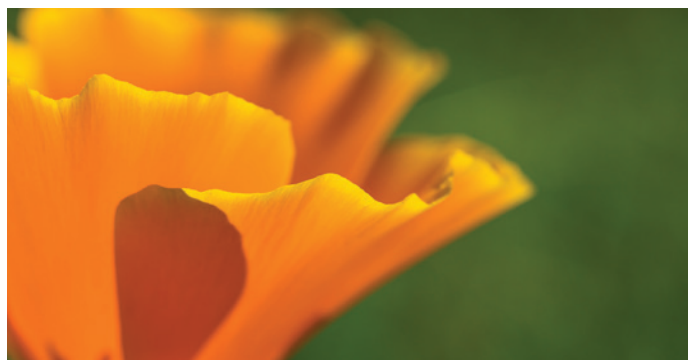
The County is governed by a five-member Board of Supervisors elected to four-year terms by voters within their respective districts. This governing structure has nearly all non-elected Department Heads reporting to the County Executive Officer. The County's budget for FY 2021/2022 is nearly \$1.2 billion with a staff of approximately 2,700 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:

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

The successful candidate for the HHS Assistant Program Director – Human Services position will have the exciting opportunity to work closely with the Deputy Director of HHS – Human Services to lead a team committed to building a healthier Placer County together for all residents.



The HHS operating budget for FY 2021/2022 is approximately \$248.8 million with 764 positions. Approximately 236 of these positions are allocated to the Human Services Division with an operating budget of approximately \$50 million.

## THE POSITION

The Human Services Division operates a host of programs including food and nutrition assistance (CalFresh), health care coverage (Medi-Cal), Employment Services, temporary cash assistance (CalWORKS), Veterans' Services, and the Placer County Housing Authority. The HHS Assistant Program Director – Human Services position has senior management responsibility for planning, organizing, and directing the day-to-day operations of the Human Services Division; recommending priorities for division resources; serving as a lead member of the division's management team; and exercising direct supervision over management, supervisory, professional, technical, and clerical personnel. This position will:

- Serve as a key member of the division and department management team and a proactive and positive member of the leadership team;
- Plan, direct, and administer the implementation and on-going management of multiple and significant client service programs within designated areas of responsibility in the most cost effective and service-oriented manner;
- Exercise direct and/or indirect supervision of management, supervisory, professional, technical, and clerical personnel;
- Represent the Department and act as liaison with a variety of pertinent federal, state, and local agencies/organizations to ensure communication with and input into all decision-making and data collection processes that impact the priorities and mission of the Health and Human Services Department as well as designated programs;
- Evaluate and recommend improvements for the fiscal aspects of the department; assist with overseeing the annual \$50 million HHS – Human Services budget process;
- Serve as Acting Deputy Director of HHS – Human Services in the absence of the Deputy Director of HHS – Human Services.

## THE IDEAL CANDIDATE

The ideal candidate will be a strong manager, and an accomplished professional with a demonstrated ability to develop innovative options to address health and other issues facing the department and the community. They will bring creativity, communication, and consensus building skills, along with a track record of working collaboratively



with a broad range of people and reflecting a diverse cultural and economic population. They will be an articulate, patient, politically astute, and goal-oriented individual who is able to communicate effectively and contribute to the accomplishment of the goals and priorities of Placer County and HHS. In addition, the ideal candidate will possess and demonstrate the following experience and skills:

- Ability to mentor, lead, and motivate staff in a complex, integrated, and multi-disciplinary service environment that fosters mutual respect;
- Ability to develop, implement, evaluate, and achieve organization-wide goals and client services programs, with a focus on successful outcomes that result in populations achieving self-sufficiency, improved health, personal safety, and dignity;
- Excellent interpersonal skills including team building, coaching, and supervising;
- Experience leading Human Services programs that use best-practices and innovation to efficiently assist large numbers of residents-in-need to maximize their health, wellbeing, and self-sufficiency;
- Ability to work as part of high-functioning team that values collaboration, leadership, excellence, innovation, compassion, integrity, learning, humility, humor, and fun.

## PLACER COUNTY

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. It is consistently ranked first for its quality of life and is in the top healthiest counties in California. It is also home to Sierra College and William Jessup University, with plans for two additional universities to develop in the western part of the County.

Placer County contains approximately 400,000 residents, which includes those living in the cities of Roseville, Rocklin, Lincoln, Loomis, Auburn and Colfax, as well as unincorporated areas including the north shore of Lake Tahoe. The County 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. The County Government Center is located in North Auburn.

Well known for excellent, award winning elementary and high schools, Placer County also offers a range of affordable housing options. Outdoor recreation activities in Placer County are abundant all year long given its proximity to both the Sierra Nevada Mountains and Lake Tahoe. Activities range from hiking, biking, and horseback riding to river rafting, snowshoeing, and skiing.

## MINIMUM QUALIFICATIONS

**Experience**—Five years of increasing responsible experience in a public/environmental health and/or human service agency, including at least three years of administrative and management responsibility.

**Education**—Equivalent to a bachelor's degree from an accredited college or university with major course work in business, public administration, public health, health science, sociology, psychology, counseling, behavioral sciences, or a related field.

## COMPENSATION AND BENEFITS

**Salary**—The annual salary range for this unclassified management position is \$120,681.60 – \$150,716.80.

**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 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 and an expanded resume (no more than five pages) via the County's website at [www.jobsatplacercounty.com](http://www.jobsatplacercounty.com).

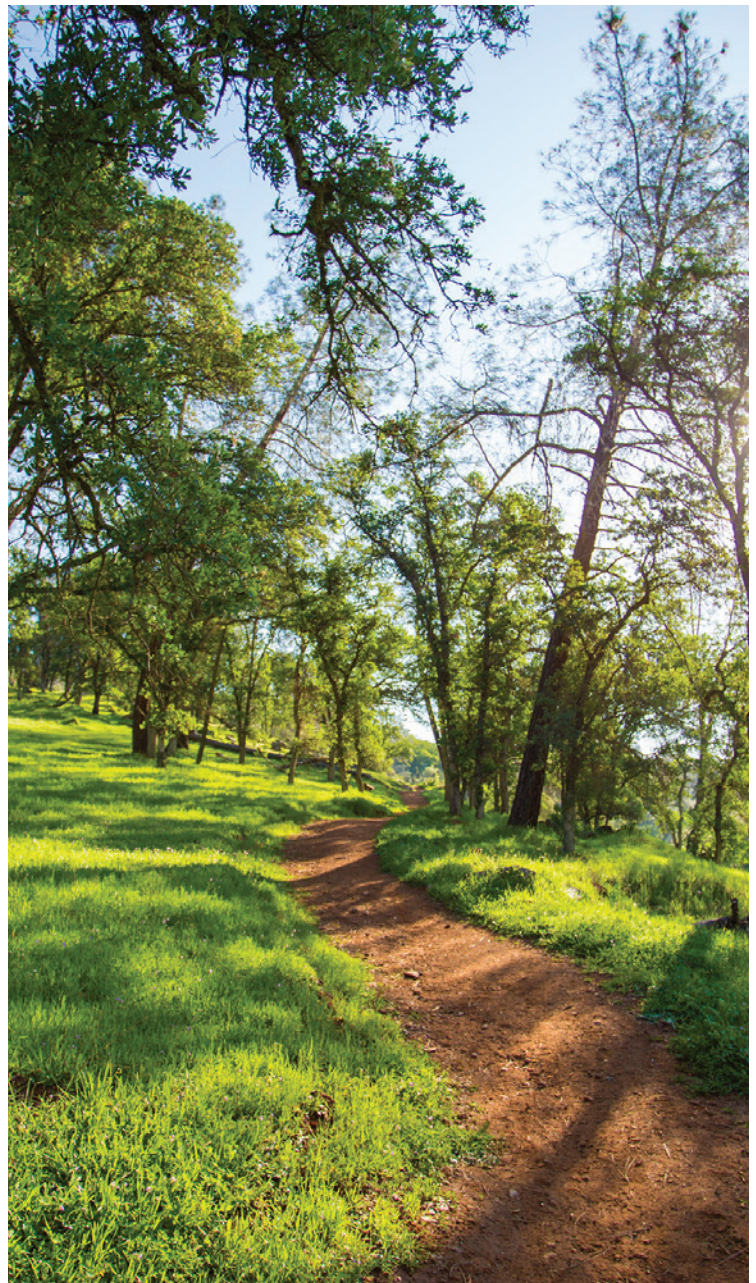
This recruitment will be open until filled. Interested candidates are encouraged to apply immediately. To be included in the first screening, completed application materials must be submitted **no later than 5:00pm on Friday, December 17, 2021.**

Appointment to this position will be contingent upon successful completion of a post-offer pre-employment background investigation, including fingerprint clearance, and medical evaluation.

## 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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