

Placer County Health and Human Services Department

Invites applications for:

DIRECTOR OF HUMAN SERVICES

(Deputy Director of Health and Human Services)



Total Estimated Annual Salary (includes base hourly rate and additional pays):
\$140,969 to \$175,065

***Annual salary at appointment based on qualifications and experience.** This recruitment will be open until filled. To be considered in the first round of interviews, please submit your application **no later than 5:00pm on Friday, August 27, 2021**. To apply for this outstanding career opportunity, please submit an application via the County's website at 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 \$1.02 billion with a current 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, and human 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:

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

The successful candidate for this position will have the exciting opportunity to work closely with the Department Director and Assistant Director to lead an inclusive and collaborative team committed to building a healthier Placer County together for all residents.

The HHS operating budget for FY 2021/2022 is approximately \$243 million with 756 positions.

THE POSITION

The Deputy Director of Health and Human Services (Human Services Division) is an unclassified, executive level position that will report to the Director and/or Assistant Director of Health and Human Services. This position is responsible for the leadership of the Human Services Division, the Department of Health and Human Services' largest division comprised of 236 funded positions and an annual budget of approximately \$44.2 million.

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 Deputy Director of Health and Human Services (Human Services) 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 the lead member of the division's management team; and exercising direct supervision over management, supervisory, professional, technical, and clerical personnel.

SAMPLE DUTIES

- Serve as executive team member; develop, initiate, and implement departmental policies, procedures, and systems; participate in the identification and allocation of fiscal, staffing, and material resources; and contribute to the problem-solving, decision-making, and planning activities of the Department.
- Initiate, direct, and coordinate the design and development of integrated service plans; initiate collaborative efforts among relevant federal, state, and local agencies; act as a representative of the Department of Health & Human Services with other County departments and outside organizations.
- 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; facilitate and provide positive leadership to program, project, and multi-disciplinary team members.
- Direct, coordinate, and monitor the development of designated programs' work plans, priorities, and evaluation criteria; assign work activities, projects, and teams; perform the most critical and sensitive professional representation, facilitation, and negotiation tasks; monitor and evaluate work in progress and at completion to ensure compliance with program/project criteria.
- Identify and develop programmatic goals, objectives, priorities, and activities to be accomplished consistent with the Department's mission and priorities; develop strategies for the successful achievement of those priorities; direct and coordinate the implementation of accepted strategies and plans.
- Identify and develop new and/or modified programs that would promote and enhance the mission and priorities of the Department and its client services; initiate, oversee, and participate in the necessary research and analysis to justify the appropriateness of implementing the proposed program/project.
- Provide professional and managerial resources to the Health and Human Services Director and Assistant Director, other deputy directors, managers, staff, and

clients in a responsible and supportive manner that will maximize the Department's effectiveness, responsiveness, and in accordance with its mission and priorities.

- 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.
- Direct, supervise, and participate in the development and administration assigned program budgets; coordinate and direct the forecasting of funds needed, research and analyze funding resources and availability, monitor and review budgets with program management and the Department's Administrative Services Division on an ongoing basis.
- Direct the investigation and resolution of complaints/concerns related to designated program areas and activities; identify and initiate solutions to major issues involving policy, client service delivery, and organizational changes and directions.
- Organize, coordinate, provide leadership to, and participate in a variety of committees and task forces within the Department in response to identified needs, special assignments, enhanced communications, and the over-all and on-going commitment to team management and the facilitation of employee empowerment.

THE IDEAL CANDIDATE

The ideal candidate will be a decisive leader, 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. This effective leader will bring outstanding creativity, communication, and consensus building skills along with a track record of working collaboratively with a broad range of people and organizations reflecting a diverse cultural and economic population. In addition to the minimum education and experience, the ideal candidate 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 presents 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

Education—Equivalent to a bachelor's degree from an accredited college or university. Designated positions may require major course work in specified and concentrated areas of study.

Experience—Seven years of increasingly responsible experience in a public health and/or human service agency, including at least four years of administrative and management responsibility.

License—Designated positions may require possession of a specific license to perform and/or oversee clinical functions in the State of California.

COMPENSATION AND BENEFITS

The total estimated annual salary range for this unclassified management position is \$140,969 to \$175,065, which includes management leave (cash value), and a \$4,000

management cafeteria plan (annually). In addition, the County also offers an attractive benefits package as described below.

Management, Sick Leave, Holidays and Vacation—The County provides 100 hours of management leave to be used as time off or cash-out, as well as 12 paid days of sick leave per year and 13 paid holidays per year. Vacation is accrued beginning at 10 days per year, increasing to a maximum of 25 days per year with 20 years of service.

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 or approved classes up to a maximum of \$1,200 per year.

Health, Dental and Vision Insurance—Health coverage is available through California Public Employees' Retirement System (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—Placer County employees hired prior to January 2, 2005, receive the same County medical contribution as active employees upon retirement with five years of PERS service credit. Employees hired after January 2, 2005, receive 50% of the County medical contribution upon retirement with ten years PERS service credit inclusive of 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

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, August 27, 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.

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

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www.placer.ca.gov/jobs

Placer County is an equal opportunity employer and is committed to an active nondiscrimination program.

