

Placer County Health and Human Services Department

Invites applications for:

ASSISTANT DIRECTOR



Total Annual Salary:
\$156,291.20 – \$195,187.20

***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.

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 and human services. HHS places people first in its continuing mission of safeguarding the health, environment, and well-being of Placer County's residents and animals. HHS consists of six Divisions, including:

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

The successful candidate for the Assistant Director position will have the exciting opportunity to work closely with the Director to lead a staff committed to expanding and enhancing client services, productivity and effectiveness through creative and innovative operational approaches and public-private partnerships.

The HHS operating budget for FY 2020/2021 is approximately \$230 million with 744 positions.

THE POSITION

The Assistant Director of HHS is an unclassified position that reports to the Director of HHS. This position assists the Director in managing and directing all six HHS divisions and serves as the acting Director in the Director's absence. Other specific responsibilities include assisting in the

development of department goals, objectives policies and procedures; identifying emerging issues, assessing alternative strategies and developing action plans for implementation; coordinating the development of a multi-year strategic plan; assisting with the development of a department-wide management dashboard; assisting with the development of the department's annual budget and strategic initiatives; conducting and/or attending various public meetings to represent the interest of the department; representing the department to outside agencies and organizations; participating in outside community and professional groups and committees and providing technical assistance as necessary; and coordinating the development of facilities to support department operations.

THE IDEAL CANDIDATE

The ideal candidate will be a decisive leader, a strong program and budget manager, and an accomplished professional with a demonstrated ability to develop innovative options to 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.

Ideally, candidates should have knowledge and executive level experience in the broad areas of:

- Strategic planning
- Integrated health and human service delivery systems
- Intergovernmental and community relations
- Building strategic partnerships, and
- Multiple funding sources including their limitations and how to best leverage them
- Critical analysis

MINIMUM QUALIFICATIONS

Experience—Five years of senior managerial and/or administrative experience related to planning, organizing and directing the operations of a large, complex department or agency with a wide variety of programs, services and funding sources. Experience in a Health and/or Human Services Agency is preferred.

Education—Equivalent to a Bachelor's degree from an accredited college or university with major course work in business, public administration, health sciences, sociology, psychology, counseling, behavioral sciences or a related field. A Master's Degree is preferred.

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 385,000 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 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.

COMPENSATION AND BENEFITS

The annual salary range for this unclassified management position is \$156,291.20 – \$195,187.20. 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-in, 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 \$750.00 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 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%@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.

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.

HUMAN RESOURCES DEPARTMENT

Equal Opportunity Employer

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Auburn CA 95603

Main Telephone: (530) 889-4060

www.placer.ca.gov/jobs

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



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.