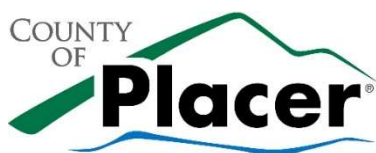


The County of Placer, California
is seeking a highly skilled professional for the position of

HEALTH & HUMAN SERVICES ASSISTANT PROGRAM DIRECTOR

Unclassified/At-Will Position



Annual salary: \$131,788 - \$164,590

Starting salary is dependent upon qualifications and experience



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.

The consolidated Department of Health and Human Services (HHS) is a mission-driven organization responsible for a broad range of programs and services, including public health, behavioral health, environmental health, social services, human services, veteran services, animal services, and housing. HHS consists of six divisions, including Administrative Services, Adult System of Care, Children's System of Care, Human Services, Public Health, and Environmental Health/Animal Services. These divisions work together to build health and wellbeing in Placer County as leaders, innovators, and partners with our community to strengthen, support, and protect all who live here.

The successful candidate will have the exciting opportunity to work closely with the Deputy Director of HHS - Administrative Services to lead a team committed to the delivery of fiscal and administrative

services to support the department and its operating divisions.

The HHS operating budget for FY 2023/24 is approximately \$303.3 million with 801 positions, 61 of which are allocated to Administrative Services.

VIBRANT COMMUNITIES WITH EXTRAORDINARY POTENTIAL

Placer County is an extraordinary community characterized by a healthy and diverse economy, attractive business environment, and residents who benefit from high quality educational, safety, and healthcare infrastructure, in addition to a wide variety of outstanding recreational opportunities. The government center of Placer County is located in Auburn and is well-positioned 30 miles northeast of Sacramento, the State capital. The total population is approximately 415,000 in both the unincorporated and incorporated areas of the County (Auburn, Colfax, Lincoln, Loomis, Rocklin, and Roseville), including areas of the Sierra Nevada region, the foothills of Auburn, the historic Gold Country, and North Lake Tahoe. Encompassing 1,506 square miles, Placer County is part of the greater Sacramento region, which also includes the counties of El Dorado, Sacramento, Sutter, Yolo, Nevada, and Yuba. Lake Tahoe, nature's crown jewel of the

Sierra, is a short 90-minute drive from the western-most points of the county.

EMPLOYER OF CHOICE & QUALITY OF LIFE

Meeting and exceeding community service demands requires a high-quality workforce that works collaboratively with its many partners and embraces innovative approaches. Placer County leadership is dedicated to supporting a high-performing workforce with a customer focus and commitment to continuous improvement.

Placer County is consistently ranked first for its quality of life and is in the top healthiest counties in California. Home to Sierra College and William Jessup University, with plans for two additional universities to develop in the western part of the County, Placer also offers a variety of exceptional outdoor recreation opportunities and scenic open spaces. A wide range of housing options exist in the County including multi-family, small lot suburban and urban residential projects, ranchettes, larger rural residential properties, and extensive farmlands with a mix of farming and ranching opportunities.

Outdoor recreation activities in Placer County are abundant all year long, including hiking and biking, horseback riding, river rafting, snowshoeing, and skiing. Placer County has a strong heritage as part of California's Gold Country and is considered the Gateway to the Sierra.



COUNTY GOVERNANCE & ORGANIZATION STRUCTURE

The County is governed by a five-member Board of Supervisors elected to four-year terms by voters within their respective districts. Six County officials elected at-large (Assessor, Auditor-Controller, County Clerk-Recorder-Registrar of Voters, District Attorney, Treasurer-Tax Collector, and Sheriff-Coroner-Marshall) are responsible to the Board on budgetary and operational issues, and the non-elected department heads report to the County Executive Officer. Placer County is stable financially due to fiscally prudent decision-making and effective policy setting over the past few decades. Given this stability, the County has been able to achieve its mission to provide responsive, efficient, and effective public services in keeping with its budget and financial policies. The County's budget for FY 2023/24 is approximately \$1.28 billion with a staff of around 2,870.

THE POSITION

The HHS Assistant Program Director - Administrative Services is an unclassified management position that reports directly to the Deputy Director of HHS - Administrative Services. Consistent with HHS mission and goals, this position assists with the leadership and management of HHS Administrative Services with responsibility for overseeing department-wide fiscal, administrative, and business management functions, including:

- Assisting with planning, integrating, organizing, and directing the day-to-day operations of the division;
- Recommending priorities for division resource allocations;
- Exercising direct and/or indirect supervision of management, supervisory, professional, technical, and clerical personnel;
- Serving as a key member of the division's management team and a proactive and positive member of the leadership team;
- Excelling in customer service to the division's internal and external service customers;

- Evaluating and recommending fiscal improvements for the department, including assisting with overseeing the annual \$303.3 million HHS budget process;
- Promoting continuous quality management initiatives and recommending streamlined and effective administrative and operations support systems;
- Exercising authority as a member of the division's policy-making team to assure that fiscal policies and procedures are implemented and followed; and
- Serving as Acting Deputy Director of HHS – Administrative Services in the absence of the Deputy Director of HHS - Administrative Services.

The successful candidate for this position will demonstrate the experience necessary to forge and maintain effective working relationships and partnerships with HHS Administrative Services staff members, other HHS Divisions, County Executive Office, Board of Supervisors, Auditor-Controller's Office, and other County departments.

THE IDEAL CANDIDATE

In addition to possessing the minimum education and experience, the HHS Assistant Program Director – Administrative Services will be flexible, patient, and politically savvy. The ideal candidate will possess excellent management skills and will perform the most complex administrative, fiscal, and contract management responsibilities.

Additionally, 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; will be an accomplished communicator accustomed to making presentations in front of large groups; and will possess 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,

the candidate must have a thorough understanding of the applicable laws and regulations related to the fiscal, administrative, and business management functions assigned to HHS Administrative Services. It is expected that the selected individual will bring a passion for customer service and a desire to remove barriers to optimize team performance.

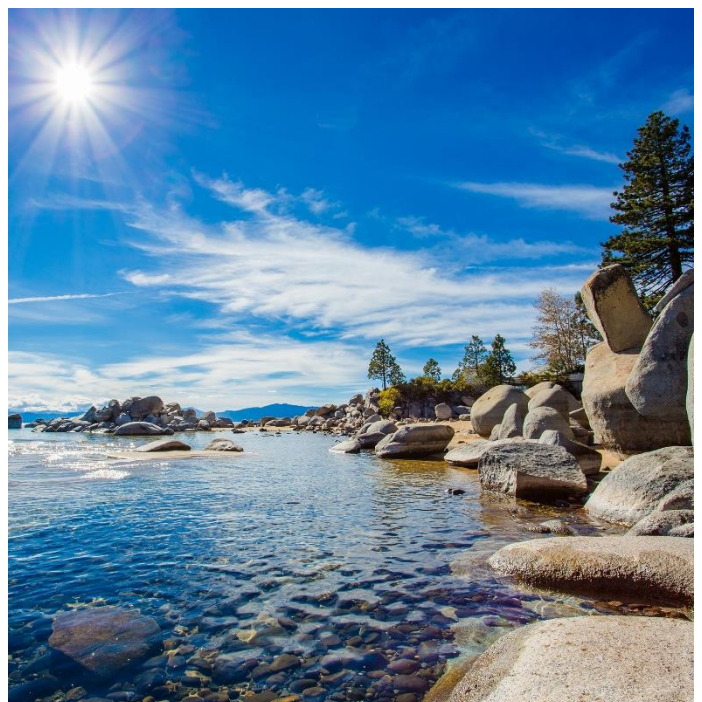
A bachelor's and/or master's degree in business administration, accountancy, finance, public administration, or the assigned area of expertise or related field is preferred. Experience in governmental accounting, contract administration, and the Health Insurance Portability and Accountability Act is also desired.

QUALIFICATIONS

Candidates will need to possess the following background/qualifications:

Experience: A minimum of five (5) years of increasingly responsible experience in a public health, environmental health, and/or human service agency, including at least three (3) 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 or public administration, public health, health science, sociology, psychology, counseling, behavioral sciences, or a related field.



COMPENSATION & BENEFITS

Salary: The annual base salary range for this unclassified management position is \$131,788.80 - \$164,590.40 with an additional 4% general wage increase to be added on June 15, 2024.

Annual Leave: The County provides 100 hours of management leave to be used as time off or cashed out, as well as 12 paid days of sick leave per year and 14 paid holidays per year (two of which are floating holidays). 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 \$5,000 per calendar year to be taken in cash, deposited in a medical spending account, dependent care spending account, or a sponsored 401(k) plan.

Deferred Compensation: Voluntary 401(k) is available through payroll deductions. The County will match one dollar for every two dollars in employee contributions made to a 401(k) account up to a maximum employer contribution of \$1,500 per employee per calendar year.

Health, Dental, and Vision Insurance: The County offers a choice of health insurance plans provided through CalPERS, with the County paying 80% of the selected plan's total premium. The County pays for employee dental and vision insurance (dependent coverage is available at employee's expense).

Life Insurance: The County provides life insurance of \$50,000 and an accident policy of \$10,000.

Retiree Medical: Employees 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: The County participates in Social Security and the California Public Employees' Retirement System (CalPERS).

Annual Salary & Benefits*	Step 1	Step 10
Annual Salary	\$131,788	\$164,590
Management Leave Cash Out (100 hours annually)	\$6,336	\$7,913
Cafeteria Plan	\$5,000	\$5,000
Deferred Compensation	\$1,500	\$1,500
Total Estimated Benefits	\$77,372	\$88,885
Total Estimated Annual Salary & Benefits	\$221,996	\$267,888
Net Total Estimated Annual Salary & Benefits (Less Employee Cost)	\$202,925	\$248,817

*excludes mandatory payroll taxes

For a more detailed listing of benefits offered to County management staff, please click [here](#).

TO BE CONSIDERED

To apply for this excellent career opportunity, please submit a cover letter, a resume, and an application online using the Placer County jobs website www.JobsAtPlacerCounty.com prior to the final filing deadline. Appointment to this position will be contingent upon successful completion of a post-offer, pre-employment background investigation, including a Livescan fingerprint clearance, and medical examination.

For more information about Placer County, please visit our website at www.Placer.ca.gov.

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



Human Resources Department

145 Fulweiler Avenue, Suite 200

Auburn, CA 95603

(530) 889-4060

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 (including traits historically associated with race, including, but not limited to, hair texture and protective hairstyles such as braids, locks, and twists), color, ancestry, religion (including creed and belief), national origin, citizenship, physical disability (including HIV and AIDS), mental disability, medical condition (including cancer or genetic characteristics/information), age (40 or over), marital status, military and/or veteran status, sex (including parental status, pregnancy, childbirth, breastfeeding, and related medical conditions), reproductive health decision making, political orientation, 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.