

THE COUNTY OF PLACER, CALIFORNIA, IS SEEKING A
HIGHLY SKILLED PROFESSIONAL FOR THE UNCLASSIFIED POSITION OF

HEALTH AND HUMAN SERVICES ASSISTANT PROGRAM DIRECTOR

HEALTH & HUMAN SERVICES - ADMINISTRATIVE SERVICES

UNCLASSIFIED/AT-WILL POSITION

ANNUAL BASE SALARY
\$148,241 - \$185,140



- Plus a comprehensive benefits package
- Starting salary is dependent upon qualifications and experience

TO APPLY FOR THIS EXCELLENT CAREER OPPORTUNITY,
apply via the County's website at **JobsAtPlacerCounty.com** prior to
the posted final filing deadline. To be considered for the priority
screening deadline apply by 5:00 p.m. on September 9, 2026.

THE POSITION

The Health and Human Services (HHS) Assistant Program Director is an unclassified management position that reports directly to the Deputy Director of HHS - Administrative Services. Consistent with the mission and goals of HHS, 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 \$377.3 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 ensure 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 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.

MINIMUM QUALIFICATIONS

Candidates 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.

TRAINING

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 AND BENEFITS

The annual base salary range for this unclassified management position is \$148,241 - \$185,140. The starting salary is contingent on qualifications and experience. In addition, Placer County offers an attractive benefits package as described below:

ANNUAL LEAVE

The County provides 100 hours of management leave to be used as time off or cashed out, 12 paid days of sick leave, and 14 paid holidays per year (two of which are floating holidays). Vacation is accrued beginning at 10 days and increasing to a maximum of 25 days per year with 19 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) and 457(b) plans are 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 \$5,000 per employee per calendar year.

SALARY PROTECTION

Qualifying employees, after a waiting period of ten (10) consecutive workdays, shall receive 80% of their regular pay up to a maximum of thirteen (13) pay periods to care for self or qualifying family members, or to bond with employee's newborn or newly adopted child or foster child.

LIFE INSURANCE

The County provides life insurance of \$50,000 and an accidental policy of \$10,000.

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).

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

Employees are covered by Social Security and the California Public Employees' Retirement System (CalPERS).

RELOCATION ASSISTANCE

With the approval of the County Executive Officer, the selected candidate may be eligible for relocation reimbursement of up to 50% of their qualifying moving costs such as moving company or van, rental trucks, related moving equipment, and mileage fees, not to exceed \$5,000. Employees leaving County employment prior to completing two years of employment will reimburse County for expenses paid.

BEGINNING VACATION & SICK LEAVE BALANCES

With the approval of the County Executive Officer, the County may offer a beginning balance of vacation and sick leave upon hire.

ANNUAL SALARY & BENEFITS	STEP 1	STEP 10
ANNUAL SALARY	\$148,241	\$185,140
MANAGEMENT LEAVE CASH OUT (100 HOURS ANNUALLY)	\$7,127	\$8,901
CAFETERIA PLAN	\$5,000	\$5,000
401(K) EMPLOYER MATCH ANNUAL MAXIMUM	\$5,000	\$5,000
TOTAL ESTIMATED BENEFITS	\$93,510	\$106,551
TOTAL ESTIMATED ANNUAL SALARY & BENEFITS	\$258,879	\$310,592
NET TOTAL ESTIMATED ANNUAL SALARY & BENEFITS (LESS EMPLOYEE COST)	\$230,033	\$281,747

Starting salary varies and is based on qualifications and experience.

For a more detailed listing of Management benefits, [click here](#).



VIBRANT COMMUNITIES WITH EXTRAORDINARY POTENTIAL

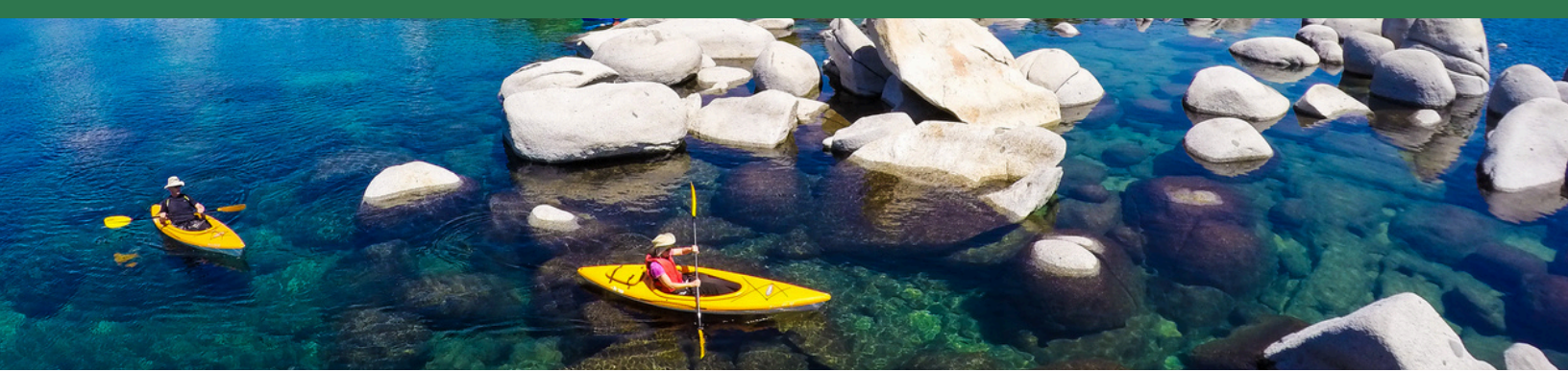
Placer County is an extraordinary community characterized by a healthy and diverse economy, an attractive business environment, and residents who benefit from high-quality educational, safety, and healthcare infrastructure in addition to a wide variety of outstanding recreational opportunities. The government 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 427,661 in unincorporated and incorporated areas of the County combined (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, including El Dorado, Sacramento, Sutter, Yolo, Nevada, and Yuba counties. Lake Tahoe, nature's crown jewel of the Sierras, is a short 90-minute drive from the western-most points of the County.

EMPLOYER OF CHOICE AND COUNTY GOVERNANCE

Placer County is consistently ranked first for its quality of life and is one of the healthiest counties in California. Home to Sierra College and Jessup University, with plans for two additional universities to be developed 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, from hiking and biking to horseback riding, 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.

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 are responsible to the Board on budgetary and operational issues. The remaining majority of department heads are appointed and work at the pleasure of 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 2026/27 is \$1.52 billion with a current staff of approximately 2,800 funded positions.

**FOR MORE INFORMATION ABOUT PLACER
COUNTY, PLEASE VISIT WWW.PLACER.CA.GOV**



Placer County is located north of the capital city of Sacramento and is conveniently near two major airports: Sacramento International Airport and Reno-Tahoe International Airport



ECONOMICALLY STRONG COUNTY

Median household income of \$116,833 and median home value of \$716,392



Placer County has good student-teacher ratios, high graduation rates, and exceptional test scores



TOP 10

PLACES TO RAISE A FAMILY IN CALIFORNIA

Placer County reached number 7 out of 58 in 2026



57.9%

RESIDENTS HAVE AN ASSOCIATE'S DEGREE OR HIGHER

THE PLACER COUNTY REGION OFFERS A WONDERLAND WITH FOUR DIVERSE SEASONS TO ENJOY THE OUTDOORS



432,026

TOTAL POPULATION



Placer County ranked highly in longevity, quality of life, social behaviors, and access to clinical care



43.1

MEDIAN AGE



SELECTION PROCESS

To apply, visit the County's website at **JobsAtPlacerCounty.com** and apply prior to the posted final filing deadline. To be considered for the priority screening deadline apply by 5:00 p.m. on September 9, 2026.

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

A resume appraisal screening will be conducted to select a reasonable number of the best-qualified candidates, who will be invited to a panel interview to assess their education, experience, and personal qualifications.

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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 unlawful 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 the following characteristics: gender (including gender identity and expression), sexual orientation, race (including traits associated with race, which include, but are not limited to, hair texture and protective hairstyles such as braids, locks, and twists), color, ancestry, religion (including creed and belief), national origin, citizenship, primary language, immigration status, 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, the person's use of cannabis off the job and away from the workplace, political orientation, or any other classification protected by federal, state, or local law or any combination of two or more characteristics stated herein. 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.



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

HUMAN RESOURCES DEPARTMENT
Equal Opportunity Employer
145 Fulweiler Avenue, Suite 200
Auburn CA 95603

(530) 889-4060
www.JobsAtPlacerCounty.com