

Placer County Health and Human Services Department

Invites applications for:

HEALTH AND HUMAN SERVICES ASSISTANT PROGRAM DIRECTOR

(HHS Assistant Program Director – Adult System of Care (ASOC))



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.

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 – Adult System of Care position will have the exciting opportunity to work closely with the Deputy Director of HHS – Adult System of Care to lead a team committed to the delivery of Mental Health, Substance Use Services, Housing/Homelessness, In Home Supportive Services/ Public Authority, Adult Protective Services, and Public Guardian.

The HHS operating budget for FY 2021/2022 is approximately \$248.8 million with 764 positions. Approximately 163 of these positions are allocated to ASOC with an operating budget of about \$70.7 million.

THE POSITION

The HHS Assistant Program Director – Adult System of Care is an unclassified management position that reports directly to the Deputy Director of HHS – Adult System of Care. Consistent with the HHS mission and goals, this position assists with the leadership and management of HHS – ASOC with responsibility for overseeing department-wide fiscal, administrative, clinical, quality management, and general workflow functions, including:

- Assist with planning, integrating, organizing and directing the day-to-day operations of the division;
- Recommend priorities for division resource allocations;
- Exercise direct and/or indirect supervision of management, supervisory, professional, technical and clerical personnel;
- Serve as a key member of the division management team and a proactive and positive member of the leadership team;
- Excel in customer service to the division's internal and external customers;
- Evaluate and recommend improvements for the fiscal aspects of the department; assist with overseeing the annual \$70.7 million HHS – ASOC budget process;
- Promote continuous quality management initiatives, and recommend streamlined and effective administrative, clinical and operations support systems;
- Assure that policies and procedures are implemented and followed, serving as a division policy-making member;
- Serve as Acting Deputy Director of HHS – Adult System of Care in the absence of the Deputy Director of HHS – Adult System of Care.

The successful candidate for this position will demonstrate the experience necessary to forge and maintain effective working relationships and partnerships with HHS – ASOC staff members, other HHS Divisions, the 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 – Adult System of Care will be flexible, patient and politically savvy. The ideal candidate will possess excellent management skills and have the ability to understand and perform the most complex administrative, fiscal and contract management duties. 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.

The HHS Assistant Program Director – Adult System of Care will be an accomplished communicator, accustomed to making presentations in front of large groups, with 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 - ASOC. It is expected that the individual selected will bring a passion for customer service and a desire to remove barriers to optimum team performance and client care. A master's degree from an accredited college or university with major course work in social work, psychology or counseling and licensure as a Licensed Clinical Social Worker (LCSW), Licensed Marriage and Family Therapist (LMFT) or Licensed Professional Clinical Counselor (LPCC) by the State Board of Behavioral Science Examiners is preferred.

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.

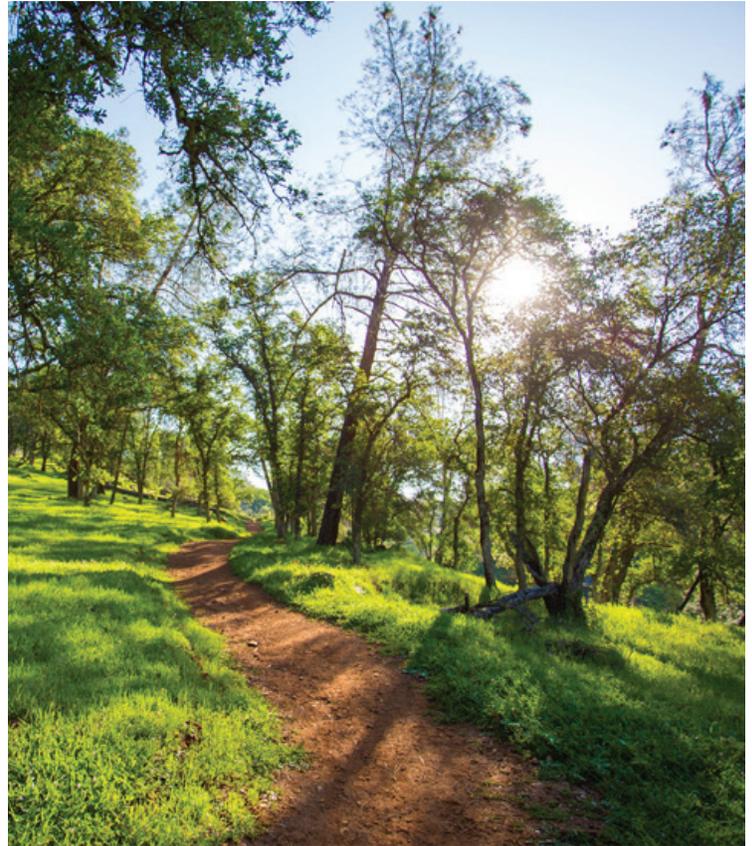
This recruitment will be open until filled. Interested candidates are encouraged to apply immediately. To be included in the first screening, completed application materials must be submitted **no later than 5:00pm on Monday, November 29, 2021.**

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

145 Fulweiler Avenue, Suite 200
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.

