

# COUNTY OF SAN DIEGO

THE NOBLEST MOTIVE IS THE PUBLIC GOOD



## DIRECTOR, AGING & INDEPENDENCE SERVICES (AIS) & PUBLIC ADMINISTRATOR/PUBLIC GUARDIAN

HEALTH & HUMAN SERVICES AGENCY

Anticipated Hiring Range \$140,000+ depending on qualifications

Excellent Benefits Package

# DIRECTOR, AGING & INDEPENDENCE SERVICES-PUBLIC ADMINISTRATOR/PUBLIC GUARDIAN

## COUNTY OF SAN DIEGO | HEALTH & HUMAN SERVICES AGENCY

The Health & Human Services Agency (HHSA) of the County of San Diego is seeking online applications and résumés from highly qualified individuals for the position of Director, Aging & Independence Services (AIS) - Public Administrator/Public Guardian. Under the administrative direction of the Director, Health & Human Services Agency, this executive management position will lead and direct the planning and operations of Aging & Independence Services and the Office of Public Administrator/Public Guardian/Public Conservator.

The Director, AIS & Public Administrator/Public Guardian oversees and acts as the appointing authority for the department, and is responsible for the management of the overall activities of the department. Duties include planning, organizing, directing, and evaluating the administrative and operational activities, and formulating and administering Countywide policies.

HHSA is one of five groups of the San Diego County government with a budget of \$2.0 billion derived from federal, State, and local funding, 6,300 HHSA employees, over 550 contracted providers, and hundreds of volunteers. HHSA is committed to advancing the County's vision of *Live Well San Diego*, which is Building Better Health, Living Safely, and Thriving. Based upon a foundation of community engagement and involvement, *Live Well San Diego* seeks to promote population health and wellness through collective impact.

For more information, visit [Live Well San Diego](#).

### THE IDEAL CANDIDATE

HHSA is seeking a dynamic, independent, and innovative leader to develop and execute the activities of AIS and the Office of the Public Administrator/Public Guardian/Public Conservator. The ideal candidate will possess a professional history that demonstrates the following leadership competencies and attributes:

- Senior/Executive management level experience interpreting and implementing laws, rules, regulations, policies, and procedures pertaining to the operation and provisions of AIS and Office of the Public Administrator/Public Guardian/Public Conservator
- Experience working with community groups, advisory boards and State government officials on issues relating to social/healthcare services
- Experience interpreting and implementing State and federal social services/healthcare legislation and regulations
- Ability to support mutually beneficial relationships with other organizations, associations, and community contacts
- Experience working within a large matrix organizational structure

### MINIMUM QUALIFICATIONS

A bachelor's degree from an accredited U.S. college or university or a certified foreign studies equivalency AND five years of management level experience that demonstrates the ability to perform the essential functions of the classification. Experience must include at least one year of supervision.

A master's degree or higher degree may substitute for a total of one year of experience and cannot be applied to the required one year of supervision.

### COMPENSATION

The anticipated hiring range, upon appointment, for this position will be \$140,000+ depending on qualifications. Salary is dependent upon the qualifications of the successful candidate. Annual salary reviews are performance-based and goal oriented.

### BENEFITS

- Fifteen days of paid vacation, thirteen days of paid sick leave, and thirteen paid holidays
- Medical, dental, and vision insurance plans
- Disability Insurance, Life Insurance, and Accidental Death/Dismemberment Insurance
- Flexible Management Benefit Package – a monthly credit may be used to select benefits from a group of options
- Defined benefit retirement program
- Reciprocity with other governmental retirement systems may be granted; for further information, please visit [San Diego County Employees Retirement Association](#) website
- Deferred Compensation Program (457) and 401(a) plans
- May be eligible for relocation allowance

## DIRECTOR, AGING & INDEPENDENCE SERVICES-PUBLIC ADMINISTRATOR/PUBLIC GUARDIAN

Aging & Independence Services (AIS) provides a multitude of services for older adults and persons with disabilities at no or low cost to its residents. Services provided include adult protection, advocacy, health independence, home-based services, and caregiver services.

The Director, AIS & Public Administrator/Public Guardian will be responsible for:

- Directing, planning, organizing and coordinating the overall activities of AIS and the Office of the Public Administrator/Public Guardian/Public Conservator
- Directing the planning, implementation, and evaluation of legislation, policies and programs
- Working closely with the County's elected leadership and top management in setting and carrying out the County's vision, mission, and objectives for the Department
- Acting as a liaison with other public and private agencies, and coordinating activities with County departments, and local, State, and federal governments
- Providing leadership within a large matrix organizational setting, and working with subordinate managers to develop and retain highly competent, service-oriented staff through selection, training, and day-to-day management practices

The Director, AIS also serves as the appointed **Public Administrator/Public Guardian/Public Conservator** for the County of San Diego. The Public Administrator/Public Guardian/ Public Conservator protects and manages the estates of decedents and at-risk individuals found by the courts to be unable to take care of their well-being due to failing health and disability, protects individuals who are unable to make decisions, investigates and administers the estates of people who die with no will, and arranges placement and mental health treatment for adults who are gravely disabled. Services provided by the Public Administrator/Public Guardian/Public Conservator are authorized by California Statute and monitored by the Probate Division of the Superior Court of California.

The department has an annual operating budget of \$402.6 million and a total of 390 employees.



## THE COUNTY OF SAN DIEGO

The mission of the County of San Diego is to provide the residents of San Diego County with superior County services in terms of quality, timeliness, and value in order to improve the region's Quality of Life.

- The County covers 4,261 square miles, extending 75 miles along the Pacific Coast from Mexico to Orange County and inland 75 miles to Imperial County along the international border shared with Mexico.
- San Diego enjoys a wide variety of climate and terrain, from coastal plains and fertile inland valleys, to mountain ranges, forests, and the Anza-Borrego Desert. The average annual rainfall is only 10 inches.
- The County is governed by a five-member Board of Supervisors elected to four-year terms in district, non-partisan elections.
- There are 18 incorporated cities and a large number of unincorporated communities.
- County services are provided by five business groups, that are headed by General Managers, who report to the Chief Administrative Officer (CAO).
- The County has a budget of \$5.35 billion and provides services to the residents of the County through its nearly 17,000 employees in 42 different departments.

## GENERAL MANAGEMENT SYSTEM

The County engages in a continuous cycle of planning, implementing, evaluating, and renewing the planning process. The County's comprehensive guide for managing this cyclic process is called the General Management System (GMS). By communicating and adhering to this business model, the County of San Diego is able to maintain an organizational culture that values transparency, accountability, innovation, and fiscal discipline which provides focused, meaningful public services.

## APPLICATION PROCESS AND RECRUITMENT SCHEDULE

Résumés may be submitted online at [www.sandiegocounty.gov/hr](http://www.sandiegocounty.gov/hr); select the link for jobs.

Résumés should include academic degrees held and dates conferred, employment history and positions held, dates of service, areas of experience, levels of responsibility, reporting structure, key duties performed, and number of direct reports or staff.

An evaluation board will convene to review submittals and identify top competitors to be considered for further evaluation.

The first review date of résumés will be November 14, 2016.

## SPECIAL NOTES

Persons serving in positions in the Unclassified Service do not accrue tenure and serve at the pleasure of the appointing authority. The provisions of this job announcement may be modified or revoked and do not constitute an expressed or implied contract. Qualified women, minorities, and persons with disabilities are encouraged to apply.

Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

The County of San Diego and its employees embrace the *Live Well San Diego* vision: A region that is Building Better Health, Living Safely and Thriving. For more information, visit [www.livewellsd.org](http://www.livewellsd.org).



Under California Government Code Sections 3100 - 3109, public employees are designated as **disaster service workers**. The term "public employees" includes all persons employed by the state or any *county*, city, state agency, or public district. Disaster service workers are required to participate in such disaster service activities as may be assigned to them by their employer or by law.

## CONTACT INFORMATION

You may direct any questions regarding the application and selection process to Brandy Winterbottom Whitney, Deputy Director of Human Resources at [Brandy.Winterbottom-Whitney@sdcounty.ca.gov](mailto:Brandy.Winterbottom-Whitney@sdcounty.ca.gov) or 858-505-6324. Questions about the position or department should be directed to Kimberly Evers, Group Human Resources Director for the Health and Human Services Agency at [Kimberly.Evers@sdcounty.ca.gov](mailto:Kimberly.Evers@sdcounty.ca.gov) or 619-515-6546.

Class #002159

10/24/16

