



IT'S ALL ABOUT CARING FOR KIDS

COUNTY OF SAN DIEGO - HEALTH AND HUMAN SERVICES AGENCY



LIVE WELL
SAN DIEGO

COUNTY OF SAN DIEGO
HEALTH AND HUMAN SERVICES AGENCY

ASSISTANT DIRECTOR, DEPARTMENTAL OPERATIONS Child Welfare Services

Anticipated Hiring Range: \$140,000 to \$150,000 Annually



The Position

ASSISTANT DIRECTOR, DEPARTMENTAL OPERATIONS

Under the administration of the Director, Child Welfare Services, this executive management position will assist in leading and directing the planning and operations of Child Welfare Services.

Child Welfare Services (CWS) strives to ensure every child grows up safe and nurtured. CWS is committed to excellence in the delivery of culturally competent, family-centered and child-focused protective services. CWS investigates reports of suspected child abuse and neglect and intervenes with families who do not meet the minimum community standards of health and safety as required by law. Investigations are conducted in a thorough and professional manner. Family interventions are completed in the least intrusive manner necessary for the protection of the child. In addition to these services, CWS administers the following: Polinsky Children's Center, a 24-hour facility for the temporary emergency shelter of children; San Pasqual Academy, a first-in-the-nation residential education campus for adolescent foster youth; foster care eligibility and licensing; group home placement services for foster youth with emotional and behavioral issues; services to emancipating foster youth; adoptive home assessments and placements; and critical support services to regional operations. CWS has approximately 2,300 youth (ages 0-21) in foster care.



Assistant Director, Departmental Operations duties include:

- Working closely with the County's senior leadership and HHSA Executives in setting and carrying out the County's vision, mission and objectives for the department.
- Assisting in the implementation and evaluation of legislation, policies and programs.
- Acting as a liaison with other public and private agencies and coordinating activities with County departments, and local, State and Federal governments.
- Assisting in developing annual budget and monitoring revenue and expenditure transactions.
- Providing leadership within a large matrix organizational setting, working with subordinate managers to develop and retain highly competent, service-oriented staff through selection, training, and day-to-day management practices.





Salary & Benefits

COUNTY OF SAN DIEGO

Compensation:

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Benefits:

- Fifteen days of paid vacation, thirteen days of paid sick leave, and thirteen paid holidays
- Flexible Management Benefit Package – a monthly credit may be used to select benefits from a group of options:
 - 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 with San Diego County Employees Retirement Association
- Deferred Compensation Program 457 and 401(a) plans
- May be eligible for relocation allowance up to \$15,000



Minimum Qualifications

Applicants must possess the following:

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

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



Ideal Candidate

COUNTY OF SAN DIEGO

- Senior/Executive management-level experience interpreting and implementing laws, rules, regulations, policies, and procedures pertaining to the operation and provisions of child welfare services
- Experience administering policies/programs for vulnerable and/or at-risk children and families
- Experience with courts and legal entities
- Experience managing administrative components of an organization such as budget, contracts and staffing
- Experience working with community groups and advisory boards
- Ability to support mutually beneficial relationships with other public-sector organizations, associations, and community contacts

Health and Human Services Agency



The Health and Human Services Agency Health and Human Services Agency (HHSA) provides vital health and social services to more than one in every three county residents. HHSA's success in providing high-value services and community engagement is built on the *Live Well San Diego* vision of supporting the well-being of a region that is Healthy, Safe, and Thriving.





The Community

COUNTY OF SAN DIEGO

San Diego County Facts:

- 3,339,000 2019 Est. Population
- 4,526 Square Miles
- 70 Miles of Coastline
- 18 Incorporated Cities

San Diego Weather Averages:

- Average Temperature: 72°F
- High Temperature: 73°F
- Low Temperature: 57.5°F
- Average Rainfall: 10.4 Inch

WORK WHERE YOU PLAY!

From our world-class beaches to almost year-round sunny weather, the County of San Diego offers much more than sun and waves. Downtown you can watch a Padres game at Petco Park or enjoy one of the fine-dining restaurants in the Gaslamp.

Heading east you will eventually find mountains that may be covered in snow depending on the time of year. Head south and you will start to truly see the diversity in both geography and cultures. And head west, you will run into more than 70+ miles of pristine coastline.



The County of San Diego is committed to valuing diversity and practicing inclusion because our diverse workforce is our greatest asset and our customers are our number one priority.

How to Apply

COUNTY OF SAN DIEGO

APPLICATION PROCESS AND RECRUITMENT SCHEDULE

Applications and résumés may be submitted online at www.sandiegocounty.gov/hr; select the link for jobs. Résumés should include academic degrees held and dates conferred, employment history with 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 panel will convene to review submittals and identify top competitors to be considered for further evaluation. This recruitment will remain open until filled.

Interested candidates are encouraged to apply as soon as possible for consideration.

CONTACT INFORMATION:

You may direct any questions regarding the application and selection process to Brandy Winterbottom Whitney, Deputy Director, Department of Human Resources at Brandy.Winterbottom-Whitney@sdcounty.ca.gov.

Questions regarding 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.

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 a qualified individual with 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 please visit www.livewellsd.org.

