

# COUNTY OF SAN DIEGO

THE NOBLEST MOTIVE IS THE PUBLIC GOOD



## CAO STAFF OFFICER

HEALTH & HUMAN SERVICES AGENCY

Anticipated Hiring Range \$63,000 to \$72,000

Excellent Benefits Package

[www.sandiegocounty.gov](http://www.sandiegocounty.gov)

# CAO STAFF OFFICER | COUNTY OF SAN DIEGO HEALTH AND HUMAN SERVICES AGENCY | EXECUTIVE OFFICE

The County of San Diego Health & Human Services Agency (HHSA) Executive Office is seeking online applications and résumés from qualified individuals for CAO Staff Officer. This unclassified management position will work under the under direction of the Director, HHSA, the Chief Operations Officer, or their designee. The incumbent will assist in the formation of operations, policy directives, protocols, processes, and practices that will have a financial, operational, and political impact for HHSA.

This position will perform management level duties that require extensive contact with public officials, influential business and community leaders, and contribute significantly to the implementation and administration of County policy.

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 blueprint 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

The ideal candidate for this position will have executive level decision-making skills, as well as organizational and political acumen in order to advise and provide direction for HHSA programs and services. The ideal candidate will also possess a professional history that demonstrates the following experience, leadership competencies, and attributes:

- Experience in planning and program evaluation activities having significant effect on the allocation of human and fiscal resources and the quality and level of public services
- Experience in the preparation and revision of official documents on administrative matters and preparing policies, ordinances, and regulations
- Ability to analyze administrative, organizational, and legislative issues
- Experience monitoring and coordinating high priority projects as well as coordinating multiple departmental projects/programs
- Ability to effectively manage communication between Executives, Board of Supervisors, and County departments
- Ability to build and support mutually beneficial relationships with other HHSA divisions, outside organizations, associations, and community contacts
- Adaptability and flexibility; ability to manage multiple competing priorities and projects in a fast-paced environment

## MINIMUM QUALIFICATIONS

A bachelor's degree from an accredited U.S. college or university, or certified foreign studies equivalency **AND** one (1) year of experience performing research, analysis, and report writing; **OR**, A master's degree from an accredited U.S. college or university, or certified foreign studies equivalency; **OR**, a combination of education and equivalent experience as stated above.

Note: Incumbents must complete supervisory training within 12 months of hire date.

## COMPENSATION

The anticipated hiring range for this position will be \$63,000 to \$72,000. Placement within this range 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, visit the website for the [San Diego County Employees Retirement System](#)
- Deferred Compensation Program (457) and 401(a) plans

## CAO STAFF OFFICER - HEALTH & HUMAN SERVICES AGENCY

Under the direction of the Director, HHSA, the CAO Staff Officer will work closely with the Chief Operations Officer and the HHSA Executive Team to perform special studies and assignments, provide direct support to the County's policy making process, represent the Health and Human Services Agency at meetings, and resolve citizen complaints and request for assistance. The CAO Staff Officer will review written correspondence to the Agency Director and the Board of Supervisors initiated by HHSA's departments, divisions, and offices; have extensive contact with public officials, influential business and community leaders, and contribute significantly to the implementation and administration of County policy.

CAO Staff Officer will :

- Consult with and advise HHSA department/office heads on matters of policy, programming, and planning
- Support the Executive Team in attaining County and department management objectives
- Review official documents including memoranda of agreement and other administrative items
- Manage HHSA's policy docket for the Board of Supervisors
- Manage the Board of Supervisors referral system to ensure that responses are both timely and accurate
- Prepare and deliver public presentations on County-wide activities, functions, and issues as well as executive-level reports and correspondence
- Manage special projects, and lead and participate on HHSA-wide and enterprise wide committees and planning groups



## 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 organized 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 Monday, November 21, 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 Anna Lisa Acedo, Human Resources Services Manager at [AnnaLisa.Acedo@sdcounty.ca.gov](mailto:AnnaLisa.Acedo@sdcounty.ca.gov) or 858-505-6530. 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.

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