

COUNTY OF SAN DIEGO

THE NOBLEST MOTIVE IS THE PUBLIC GOOD



CAO Staff Officer—Management Fellowship

COMMUNITY SERVICES GROUP

HEALTH & HUMAN SERVICES AGENCY

PUBLIC SAFETY GROUP

Starting Pay \$40,000

Excellent Benefits Package

www.sandiegocounty.gov/hr

CAO STAFF OFFICER—MANAGEMENT FELLOWSHIP | COUNTY OF SAN DIEGO

Would you like to learn from the best? The award winning County of San Diego invites resumes from students completing a master's degree from an accredited U.S. college or university, or certified foreign studies equivalency. Degree must be completed by June 30, 2016.

This position is designed to give future leaders a strong foundation and provide an enriching opportunity to better understand public service. Six candidates will be chosen to complete a 12 month program in one of the following: Community Services Group, Health and Human Services Agency, and Public Safety Group.

COMMUNITY SERVICES GROUP

DEPARTMENT OF ANIMAL SERVICES

This position will assist the Administrative team to implement a department wide supply order, payment, receiving, and dispatch process; conduct an asset inventory and audit; champion volunteer program changes and communications; develop a department wide staff and volunteer training calendar; develop and produce training materials; and conduct staff analysis for talent and succession development. The CAO Staff Officer—Management Fellow (Fellow) will be instrumental in working with a team on business process improvements to maximize the department's accountability in purchasing and asset management, as well as develop a foundation for department wide training and succession planning.

DEPARTMENT OF GENERAL SERVICES

This position will create the business plan and procedures to implement effective capture and management of data; coordinate data to incorporate strategic plans in facilities operations, information technology, strategic planning, and project management. The Fellow will facilitate analysis of improvement options and comparisons, and prioritization of projects. Additionally, this position will have the opportunity to work with numerous business units within the Department of General Services and will interact with other departments throughout the County.

To learn more about the Community Services Group, click [here](#).



HEALTH & HUMAN SERVICES AGENCY

THE POSITION

This position is designed to give future leaders a strong foundation and provide an enriching opportunity to better understand public service in the health and human services field. Candidates will be chosen to complete a 12-month program and will be assigned to various projects within the Health and Human Services Agency's Executive Office. The CAO Staff Officer—Management Fellows (Fellows) will work on projects specific to the Health and Human Services Agency that may include collaboration with other County groups and external stakeholders. Fellows will assess investments, policies and programs to drive better outcomes for the nearly 1 million residents the Health and Human Services Agency directly serves, as well as identify ways to help the over 3.2 million residents of San Diego County build better health, live safely, and thrive. Duties may include putting into place business processes that support customer service; creating communication tools to empower employees and customers with knowledge; supporting policy development and management; conducting operational impact analyses; and supporting community wellness efforts and events that further the County's *Live Well San Diego* vision.

The ideal candidate will also possess the following competencies:

- Problem solving skills and ability to innovate as needed to identify solutions
- Ability to work effectively with a team and collaborate with diverse groups of stakeholders
- Demonstrates initiative to take on new assignments and is self-motivated

To learn more about the Health and Human Services Agency, click [here](#).



PUBLIC SAFETY GROUP

THE POSITION

The San Diego County Probation Department protects community safety, reduces crime and assists victims through offender accountability and rehabilitation. This position will assist the department in a one-year project with their Business Intelligence Unit. While in this position, the CAO Staff Officer—Management Fellow will be conducting business analytics on complex operations and developing actionable information on which to base business decisions. Tasks will include Business Process reengineering and change management concepts. Projects will include working with staff within different business units within the Probation Department (Juvenile Hall, detention facilities, Juvenile Field Services, Adult Supervision) to analyze processes and workload, and develop practices that maximize efficiencies and improve outcomes for the youth and probationers under supervision of the Superior Court.

For more information on the County of San Diego's Probation Department, please click [here](#).



MINIMUM QUALIFICATIONS

Qualifying applicants for **all positions** will have a master's degree from an accredited U.S. college or university, or certified foreign studies equivalency. Degree must be completed by June 30, 2016.

APPLICATION PROCESS

1. Complete the on-line application.
2. Submit resume and cover letter at step 1 of the application.
3. Submit a copy of master's degree program completion letter, diploma, or transcripts.
4. Submit Supplemental Questionnaire with your application.