

# COUNTY OF SAN DIEGO

THE NOBLEST MOTIVE IS THE PUBLIC GOOD



DEPUTY DIRECTOR, DEPARTMENTAL OPERATIONS

HEALTH & HUMAN SERVICES AGENCY

Aging & Independence Services

Starting Pay Range \$95,000 to \$105,000

Excellent Benefits Package

# DEPUTY DIRECTOR, DEPARTMENTAL OPERATIONS | COUNTY OF SAN DIEGO

## HEALTH & HUMAN SERVICES AGENCY | AGING & INDEPENDENCE SERVICES

The Health & Human Services Agency (HHS) of the County of San Diego is seeking on line applications and résumés from qualified individuals for Deputy Director, Departmental Operations, to fill a current vacancy in Aging & Independence Services (AIS). HHS is one of five groups or divisions of the San Diego County government. Aging & Independence Services works hard to empower, foster dignity, and enhance the quality of life for seniors and persons with disabilities.

Under the administrative direction of the Assistant Director, Aging & Independence Services, this executive management position will be responsible for assisting in planning, organizing, and coordinating the activities for Aging & Independence Services.

### THE IDEAL CANDIDATE

AIS is seeking a dynamic, independent, and innovative leader in order to successfully manage the Aging & Independence Services Division.

The ideal candidate for this division will possess a bachelor's degree or higher; and five years of experience that demonstrates the ability to perform the essential functions of a Deputy Director, Departmental Operations, which must include management level experience and supervision. AIS utilizes a strengths-based workplace focus, based on the Gallup philosophy highlighted in, "First, Break all the Rules." Ideal candidates will have expertise in utilizing this philosophy to drive excellence in reaching outcomes.

The ideal candidate will also possess a professional history that demonstrates the following leadership competencies and attributes:

- Sets and achieves challenging goals for department/unit
- Consensus builder
- Actively seeks opportunities to improve status quo
- Mentors and coaches managers, peers, and leaders
- Maintains a global perspective in all activities and decisions
- Carefully considers implications and impact of decisions across time and on others
- Demonstrates an understanding of multiple stakeholder needs

Please click [here](#) for additional information on the job classification for Deputy Director, Departmental Operations.

### MINIMUM QUALIFICATIONS

Qualifying candidates will possess a bachelor's degree from an accredited college or university, or certified equivalency for foreign studies, AND, five (5) years of experience that demonstrates the ability to perform the essential functions of the classification, which must include two years of management or supervision; OR, a combination of experience and/or education as stated above.

**Note:** As this position reports to the Assistant Director, experience, as described above, may substitute for education. A master's degree or higher degree may substitute for a total of one year. In order for education to substitute for work experience as indicated above, college level coursework must demonstrate progress toward a degree and may be substituted on a year-for-year basis.

### COMPENSATION

The annual salary range upon appointment for this position will be \$95,000 to \$105,000.

To view the full salary range for this classification, click [here](#).

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, the website for the San Diego County Employees Retirement System can be accessed [here](#)
- May be eligible for relocation allowance.
- Deferred Compensation Program (457) and 401(a) plans.

## AGING & INDEPENDENCE SERVICES

The Aging & Independence Services (AIS) of the County of San Diego enhances San Diegans' quality of life by providing services to older adults, people with disabilities and their family members, to help keep clients safely in their homes, promote healthy and vital living, and publicize positive contributions made by older adults and persons with disabilities.

AIS provides a multitude of services for older adults and people with disabilities at no or low cost to its residents. AIS provides services such as adult protection, advocacy, health independence, home-based services, and caregiver services. AIS achieves this by assisting more than 45,000 older adults and people with disabilities and their family members through a variety of programs to help keep them safe in their homes, answering over 5,000 calls for referrals or information and serving over 1 million meals to low-income older adults.

AIS has an annual operating budget of \$384 million with a total of 390 employees.

The duties of AIS include:

- Provide adult protective services
- Work with clients to find and coordinate services within the home
- Assist and provide services through the Family Caregiver Support Program
- Investigate reports of elder and dependent adult abuse
- In-Home Support Services
- Public Authority/Public Guardian/Public Conservator
- Implement the Coordinated Care Initiative
- Oversee service and placement programs for older adults, people with disabilities, and their family members to promote vital and healthy living



## 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 \$5.08 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). For more information regarding GMS, please click [here](#). The successful candidate must have a general understanding of the General Management System.

## APPLICATION PROCESS AND RECRUITMENT SCHEDULE

Applications may be accessed and submitted on-line. To apply, go to [www.sandiegocounty.gov/hr](http://www.sandiegocounty.gov/hr), then link to jobs; or click here.

In addition to completing the application, please submit an updated résumé indicating 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, number of direct reports or staff, and salary information.

Applications and résumés will be initially screened for minimum qualifications. An evaluation board will convene to review submittals and identify top competitors to be considered for further evaluation.

The closing date for applications and resume submittal is September 11, 2015, at 11:59 p.m.

## 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.

## NOTES

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. Click here for more in-formation [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 Emily Fick, Human Resources Analyst, Department of Human Resources, [Emily.Fick@sdcounty.ca.gov](mailto:Emily.Fick@sdcounty.ca.gov),

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