

COUNTY OF SAN DIEGO

THE NOBLEST MOTIVE IS THE PUBLIC GOOD



GROUP PROGRAM MANAGER HEALTH & HUMAN SERVICES AGENCY

Agency Compliance Office

Anticipated Hiring Salary Range \$95,000 to \$97,000

Excellent Benefits Package

GROUP PROGRAM MANAGER | COUNTY OF SAN DIEGO

HEALTH & HUMAN SERVICES AGENCY | AGENCY COMPLIANCE OFFICE

The Health & Human Services Agency (HHS) of the County of San Diego is seeking on line applications and résumés from qualified individuals for Group Program Manager, to fill a current vacancy in the Agency Compliance Office. HHS is one of five groups of the San Diego County government and is committed to advancing the County's vision of *Live Well San Diego*, of a region that is Building Better Health, Living Safely, and Thriving. Based upon a foundation of community engagement and involvement, *Live Well San Diego* seeks population health wellness through community engagement and collective impact.

Under the administrative direction of the Director, Health & Human Services Agency, this unclassified management position will be responsible for directing and managing all activities of Compliance and Privacy for the Health & Human Services Agency.

THE IDEAL CANDIDATE

HHS's Compliance Office is seeking a dynamic, independent, and innovative leader to oversee all Compliance and Privacy activities for the Agency. The ideal candidate for this division will possess a bachelor's degree or higher, three years of overseeing compliance and privacy activities in a multidisciplinary government agency, and be certified in one or more of the following: Certified in Healthcare Compliance (CHC), Certified in Healthcare Privacy Compliance (CHPC), Certified in Healthcare Research Compliance (CHRC), Certified Compliance and Ethics Professional (CCEP), Certified Compliance and Ethics Professional-International (CCEP-I), Certified Information Systems Security Professional (CISSP), or Certified Information Privacy Professional (CIPP).

Please click [here](#) for additional information on the job classification for Group Program Manager.

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

- Effectively manages conflict situations
- Sets and achieves challenging goals for department/unit
- Consensus builder
- Actively seeks opportunities to improve status quo
- Holds others accountable and sets high standards
- Mentors and coaches managers, peers, and leaders
- Carefully considers implications and impact of decisions across time and on others
- Demonstrates an understanding of multiple stakeholder needs

MINIMUM QUALIFICATIONS

A bachelor's degree from an accredited U.S. college or university, or a certified foreign studies equivalency AND three (3) years of experience which demonstrate the ability to perform the essential functions of the classification, OR a combination of education and/or experience as stated above.

Notes: A master's degree or higher may substitute for a total of one (1) year. In order for education to substitute for work experience as stated 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 \$97,000.

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.

AGENCY COMPLIANCE OFFICE

The Agency Compliance Office is a staff office of the HHSA Director's Office and is responsible for ensuring that the County is in compliance with all applicable Federal, State, and County laws, rules, regulations, policies and procedures relating to health care and social service funding and patient confidentiality. Specifically, the Agency Compliance Office is responsible for coordinating all aspects of HHSA's Compliance and Privacy Programs, including the development of standards, training, monitoring, reporting, and enforcement with the goal of further establishing San Diego as California's leading County in providing high quality, cost effective programs to patients, clients, and residents.

The responsibilities of the Agency Compliance Office include:

- Oversight of the formal Compliance and Privacy Program that applies to all Divisions, Programs, and Regions of HHSA
- Review and analyze the impact of proposed and existing legislation, ordinances, and regulation on Agency Compliance and Privacy policies and procedures
- Coordinate and monitor reviews, audits, and internal controls for HHSA
- Promote a working environment that fosters and expands compliance ideals and permits its employees, contractors, and agents to demonstrate the highest ethical standards in performing their daily work activities
- Collaborate with other County departments on behalf of the Agency's Director to implement new Compliance and Privacy policies and procedures within HHSA



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.sdcounty.ca.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.

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. To learn more about Live Well San Diego, go to www.livewellsd.org or click [here](#).



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 to Emily Fick, Human Resources Analyst, Department of Human Resources, Emily.Fick@sdcounty.ca.gov.

County of San Diego

Department of Human Resources

5530 Overland Ave., Suite 210

San Diego, CA 92123

(619) 236-2191; Toll Free Job Line (866) 880-9374

