



The County of San Diego
Department of Environmental Health

Invites Résumés for

Group Program Manager
(Unclassified Management)



This is your chance to be part of an award-winning, best in class organization that has set the standard for innovative environmental health programs and outcomes in California. We are seeking an individual who shares our commitment to excellence, hard work, and solving the environmental public health needs of the region.

THE DEPARTMENT OF ENVIRONMENTAL HEALTH

The Department of Environmental Health (DEH) enhances the quality of life of County residents by protecting public health and safeguarding environmental quality, educating the public to increase environmental awareness, and implementing and enforcing local, state and federal environmental laws. DEH regulates the following: retail food safety; public housing; public swimming pools; small drinking water systems; mobile-home parks; onsite water systems; recreational water; underground storage tanks and clean-up oversight; and medical and hazardous materials and waste.

DEH has five major divisions that play key roles in carrying out the department's mission: Food and Housing (FHD), Hazardous Materials (HMD), Community Health (CHD), Land and Water Quality (LWQD) and Administrative Services Division. The department has an annual budget of \$41 million and thrives on the efforts of its 283 highly qualified staff.

THE POSITION

DEH is seeking an environmental health leader to fill an immediate vacancy for Group Program Manager for the Vector Control Program. The Group Program Manager works under the general direction of and reports to the Division Chief. The incumbent will manage 20 professional and non-professional personnel and will be responsible for an operating budget of \$12.5 million. As Group Program Manager, you will:

- Plan, organize, direct and coordinate one or more specific vector surveillance and control programs;
- Supervise, direct, organize, and coordinate multi-disciplinary professional and non-professional staff on a variety of highly visible projects, including: Habitat Remediation, Benefit Assessment, Aerial Larvicide Application, Eye Gnat Abatement, National Pollution Discharge Elimination System (NPDES) Permit, Fly Abatement and Appeals Board, and Vector-borne Disease Emergence;
- Work with the Division Chief in recruiting, selecting, counseling, evaluating and disciplining personnel;
- Work with the Division Chief to ensure a harmonious integration of the activities of all Vector Control and Surveillance employees and programs;
- Prepare written reports and presentations to regulatory agencies, stakeholders, and Board of Supervisors;
- Develop, recommend, and implement program policy and procedures and conduct legislative analysis;
- Prepare and track program budget, operational goals, and performance measures;
- Manage and direct the Program in compliance with County policies, ordinances, state and federal laws and regulations;
- Coordinate with a dedicated Vector-borne Disease and Diagnostic Laboratory, which:



- Provides state-of-the-art rapid specimen analysis to determine the presence and identification of vector-borne pathogens;
- Utilizes real-time PCR, serology, and DNA sequencing techniques;
- Makes real-time decisions to implement prevention and control measures to protect public health.
- Communicate effectively verbally and in writing with internal and external customers, including the public, government officials, and other staff (e.g. Board of Supervisors, citizen groups, business associations, commissions, administrative and court hearings, the press and other media) to convey technical information on an individual basis, at group meetings, and at public hearings.



To view the complete job description, please click [here](#).

THE IDEAL CANDIDATE

DEH is seeking an individual with knowledge of vectors, the diseases vectors carry, and surveillance and control strategies. The ideal candidate will thrive in an atmosphere of team work and cultivate an approach to leadership that embraces excellence and values people. Additionally, the successful candidate will have experience in program management and supervision and be an “action-oriented” professional who networks well across disciplines and influences decision-makers by consistently providing quality work, improved service, reduced costs, and increased productivity.

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

- Demonstrates an understanding of multiple stakeholder needs;
- Builds and supports mutually beneficial relationships with other organizations, associations, and community contacts;
- Effectively communicates with Division Chief, seeks feedback and corrects course;
- Holds others accountable, sets high standards, makes self available to others, and takes personal interest in staff;
- Is well-organized, plans and prepares in a thorough fashion with an emphasis on details; thinks globally in problem solving and plan development;
- Carefully considers implications and impact of decisions across time and on others;
- Looks beyond department boundaries when making decisions;
- Demonstrates strong teamwork and collaboration skills;
- Sets and achieves challenging goals for self;
- Actively seeks opportunities to improve status quo.

EXPERIENCE AND EDUCATION

Qualified candidates will possess a bachelor’s degree from an accredited U.S. college or university, or a certified foreign studies equivalency, in biological, physical, or environmental sciences, business, public administration, or a closely-related field and five (5) years of program/project-related management-level experience.

Note: At least two (2) years of supervisory experience is highly desirable.

Possession of valid California Department of Public Health Certification in Mosquito Control categories A, B, C, and D are highly desirable.



BENEFITS

Please click [here](#) to view the benefits package for this classification.

COMPENSATION

The expected salary range for this position is \$80,000 to \$95,000. Placement within this range is dependent upon the qualifications of the successful candidate. Annual salary reviews are performance-based and goal-oriented.

THE COUNTY OF SAN DIEGO

The mission of the County of San Diego is to efficiently provide public services that build strong and sustainable communities. The County is governed by a five-member Board of Supervisors elected to four-year terms in district, nonpartisan elections. There are 18 incorporated cities in the County and a large number of unincorporated communities. County services are provided by five business groups that are headed by General Managers [Deputy Chief Administrative Officers (DCAOs)], who report to the Chief Administrative Officer (CAO). The five groups are: Public Safety Group (PSG), Community Services Group (CSG), Finance and General Government Group (FG3), Land Use and Environment Group (LUEG), and Health and Human Services Agency (HHS). Within the groups, there are four departments that are headed by elected officials: District Attorney (PSG), Sheriff (PSG), Assessor/Recorder/County Clerk (FG3), and Treasurer-Tax Collector (FG3).

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 online. To apply, click [here](#). In addition to completing the application, please submit an updated résumé outlining your employment history, including positions held, dates of service, areas of experience, levels of responsibility, reporting structure, size of staff, budget managed, and current salary.

Applications and résumés will be initially screened for minimum qualifications listed above. 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.

CONTACT INFORMATION

You may direct any questions regarding the application process to [Jennifer Callahan](#), Human Resources Analyst, Department of Human Resources. For questions regarding the position, please contact [Traci Mitchell](#), Departmental Human Resources Officer, Department of Environmental Health.

County of San Diego, Department of Human Resources
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