

COUNTY OF SAN DIEGO

THE NOBLEST MOTIVE IS THE PUBLIC GOOD



CHIEF, DEPARTMENTAL OPERATIONS

Department of Environmental Health
Community Health Division

Starting Pay Range \$100,000 to \$110,000—Excellent Benefits Package

CHIEF, DEPARTMENTAL OPERATIONS | COUNTY OF SAN DIEGO

DEPARTMENT OF ENVIRONMENTAL HEALTH, COMMUNITY HEALTH DIVISION

The County of San Diego is seeking a proactive, adaptable, and motivated leader to fill a position for Chief, Departmental Operations. This unclassified management level position will be assigned to the Department of Environmental Health, Community Health Division, which is part of the County's Land Use & Environment Group.

Under the administrative direction of the Deputy Director, Environmental Health, this unclassified management position will be responsible for providing leadership and oversight over all administrative functions for the County's Community Health Division of the Department of Environmental Health.

THE IDEAL CANDIDATE

The ideal candidate thrives and demonstrates experience in program management in a fast-paced, high profile and demanding environment, and has depth and breadth of technical experience in the field of environmental and community health. Additionally, ideal candidates will be solution-oriented individuals, responsible for ensuring excellent customer service and working collaboratively with various stakeholders as well as demonstrating an understanding of balancing multiple stakeholder needs.

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

- ◆ A customer service-oriented management philosophy which transcends all levels of an organization
- ◆ Organizational and political awareness of sensitive issues and understanding of multiple stakeholder needs to negotiate well and develop consensus on projects and programs, including working with boards and commissions, environmental groups, industry groups, community organizations, agency officials, and the public
- ◆ Strategic thinking and anticipation of future consequences and trends while applying knowledge appropriately
- ◆ Ability to mentor, develop, coach and advocate for staff
- ◆ Ability to deal with performance issues in a timely manner and in holding others accountable through high standard expectations
- ◆ Ability to convey information and ideas verbally and in writing in an open and articulate manner
- ◆ Actively seeks opportunities to continuously improve status quo and performs above and beyond standard expectations
- ◆ Ability to quickly recover from setbacks and follows through on commitments
- ◆ Excellent interpersonal skills in building trusting relationships and relates to a wide range of personalities
- ◆ Recruits and develops a diverse workforce at all organizational levels

The ideal candidate will possess a bachelor's degree or higher, and at least five years of professional level experience in the field of environmental health. Ideal candidates will also have at least two years of full supervisory or management level experience in an environmental field. Possession of a valid certificate as a Registered Environmental Health Specialist in the State of California is highly desirable.

Please click [here](#) for additional information on the job classification for Chief, 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: A master's degree or higher degree may substitute for a total of one year of experience. 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 \$100,000 to \$110,000.

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 Association is <http://www.sdccera.org/>
- May be eligible for relocation allowance
- Deferred Compensation Program (457) and (401A) plans

DEPARTMENT OF ENVIRONMENTAL HEALTH

The **Department of Environmental Health** (DEH) enhances San Diegans' quality of life 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 wastewater systems; recreational water; aboveground and underground storage tanks and cleanup oversight; and medical and hazardous materials and waste. In addition, DEH serves as the Solid Waste Local Enforcement Agency, prevents disease carried by rats and mosquitoes and helps to ensure safe workplaces for County employees.

For additional information on the Department of Environmental Health, please click [here](#).

COMMUNITY HEALTH DIVISION

This division's duties are complex and technical in nature and include: administering, managing, and directing a major functional area with several programs including vector surveillance and disease control, solid waste local enforcement agency, occupational health, household hazardous materials, pollution prevention, waste prevention and radiological health. The Chief for the Community Health Division in Department of Environmental Health directs 63 professional and support staff personnel and is responsible for an operating budget of approximately \$15 million.



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 \$4.86 billion and provides services to the residents of the County through its nearly 16,000 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, 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, key duties performed, reporting structure, 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 first review date for resumes will be January 19, 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.

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 information or go to 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 Carmen A. Padilla-Baluis, Human Resources Analyst, Department of Human Resources, Carmen.PadillaBaluis@sdcounty.ca.gov. For questions regarding the position, please contact Valerie Espinoza, Sr. Departmental Human Resources Officer, Department of Environmental Health, Valerie.Espinoza@sdcounty.ca.gov.

