COUNTY OF SAN DIEGO

THE NOBLEST MOTIVE IS THE PUBLIC GOOD

ASSISTANT DIRECTOR, SELF SUFFICIENCY PROGRAMS

(JOB CLASSIFICATION: ASSISTANT DIRECTOR, DEPARTMENTAL OPERATIONS)

HEALTH & HUMAN SERVICES AGENCY

Starting Pay Range $115,000 to $125,000
Excellent Benefits Package

www.sandiegocounty.gov

ASSISTANT DIRECTOR, SELF SUFFICIENCY PROGRAMS | DEPARTMENTAL OPERATIONS

COUNTY OF SAN DIEGO | HEALTH AND HUMAN SERVICES AGENCY

The Health & Human Services Agency (HHSA) of the County of San Diego is seeking on line applications and résumés from qualified individuals to fill a vacancy for an Assistant Director, Self-Sufficiency Programs (Departmental Operations). Under the administrative direction of the Director, Eligibility Operations, this executive management position will be responsible for HHSA's Countywide Eligibility Operations Department and Self-Sufficiency Programs such as CalWORKs, Cal Fresh, Employment Services, and Medi-Cal.

HEALTH AND HUMAN SERVICES AGENCY

HHSA 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. To learn more about *Live Welll San Diego,* please click here.

HHSA provides a broad range of health and social services, promoting wellness, self-sufficiency, and a better quality of life for all individuals and families in San Diego County. The Agency integrates health and human services through a unified delivery system. This system is family focused and community based, reflective of business principles in which services are delivered in a cost-effective and outcome driven fashion. To obtain additional information on HHSA, please click here.

ELIGIBILITY OPERATIONS

Self Sufficiency is the branch of the Health and Human Services Agency that provides social welfare services to citizens in need. These services include, but are not limited to: Cal WORKs, Cal Fresh, Employment Services, and Medi-Cal. There are a variety of programs for persons both with and without minor children. For more information on the Self Sufficiency Branch, please click here.

MINIMUM QUALIFICATIONS

A bachelor's degree from an accredited U.S. college or university or a certified foreign studies equivalency AND five years of experience that demonstrates the ability to perform the essential functions of the classification. Experience must include four (4) years of management level experience and at least one (1) year of supervision. *Note:* A Masters degree or higher may substitute for a total of one (1) year of experience and cannot be applied to the required one(1) year of supervision.

Please click here for additional information on the job classification for the Assistant Director, Departmental Operations.

IDEAL CANDIDATE

The ideal candidate will possess a professional history that demonstrates the following experience & leadership competencies in Public Self-Sufficiency Programs:

- Anticipates and prepares for opportunities not obvious to others
- Sets and achieves challenging goals for department/unit
- Consensus builder
- Actively seeks opportunities to improve status quo
- Anticipates and prepares for opportunities not obvious to others
- 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
- Mentors and coaches managers, peers, and leaders
- Assists in the planning, directing, coordinating, and evaluating of department activities
- Assists in the planning, implementation, and evaluation of policies and programs
- Advises the director on policy and program development
- Serves as the liaison with public and private agencies as well as provide information to county departments , the public, and agency representatives on departmental initiatives and activities
- Provides leadership and works with supervisors to develop and retain highly competent, service oriented staff through selection, training, and day-to-day management practices that support the department's missions, objectives, and service expectations
- Participates in programs and activities that promote workplace diversity and a positive employee relations environment
- Presents reports, recommendations, and information to the Board of Supervisors and other citizen/community groups

COMPENSATION

The annual salary range upon appointment for this position will be $115,000 to $125,000. 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
- May be eligible for relocation allowance
- Deferred Compensation Program (457) and 401(a) plans

RETIREMENT

The County of San Diego also offers a generous retirement plan. Reciprocity with other governmental retirement systems may be granted. For more information on this benefit and the San Diego County Employees Retirement Association (SDCERA), please click here.

RELOCATION EXPENSE

This position is eligible for reimbursement of relocation expenses up to $15,000.

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, 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 **January 31, 2016,** 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.

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.

LIVE WELL
SAN DIEGO

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 Bryan Faircloth, Human Resources Analyst, bryan.faircloth@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 (866) 880-9374