



Career Opportunities

Deputy Chief Administrative Officer

Openings for:

- Finance & General Government Group
- Health & Human Services Agency
- Land Use & Environment Group
- Public Safety Group

Anticipated Hiring Range:
\$280,000-\$300,000





Join Our Leadership Team as a Deputy Chief Administrative Officer!

With a new Chief Administrative Officer (CAO) at the helm, the County is in an extraordinary period of transformation and opportunity. We are thrilled to announce unique openings for Deputy Chief Administrative Officers (DCAOs) across our four County Groups: Finance and General Government Group (FGG), Health & Human Services Agency (HHSA), Land Use and Environment Group (LUEG), and the Public Safety Group (PSG).

As a Deputy Chief Administrative Officer, you will report directly to the Chief Administrative Officer (CAO) and play a vital role within the executive team of the County of San Diego. Each of the four groups encompasses unique and distinct departments with multifaceted challenges and opportunities. The DCAOs will direct, organize and oversee all activities within their designated Group. Additionally, the DCAOs aid the CAO in the coordination of county operations, program planning, development, and implementation. The DCAOs must demonstrate strong leadership and model our core values of integrity, belonging, equity, excellence, access, and sustainability. By upholding these guiding principles, the DCAOs contribute to maintaining the high ethical standards of the organization.

If you are a dynamic leader ready to contribute to our transformative journey, we invite you to apply and become a part of our visionary team. Together, we will shape the future of the County of San Diego.

General Management System

The County's operational approach to planning and decision-making is guided by the General Management System (GMS), a strategic framework adopted by the Board of Supervisors. GMS upholds core principles of strategic and operational planning, evaluation, accountability, enterprise-wide collaboration, and employee engagement. Central to the GMS is community engagement, based on the principle that all that we do should be for, and created in partnership with, the people we serve.

Key Responsibilities

- **Leadership and Team Building:** Provide visionary leadership to departmental teams, fostering a collaborative and high performance culture.
- **Budget Management:** Oversee and manage large departmental budgets, ensuring financial sustainability and accountability.
- **Personnel Management:** Supervise a significant number of staff, promoting professional development and organizational efficiency.
- **Information Technology:** Ensure the effective use of information technology resources to enhance departmental operations.
- **Legal Risk Evaluation:** Evaluate and mitigate legal risks within the departments under their supervision, ensuring compliance with regulations and policies.
- **Stakeholder Engagement:** Collaborate with the Board of Supervisors, other groups and County departments, government agencies, and community stakeholders to advance county initiatives.





The County workforce is approximately 20,000 with an overall annual budget of \$8.48 billion. View the FY2024-2026 Budget [here](#).

Finance & General Government Group | Budget: \$929.4 Million, Employees: 1,989

The Finance and General Government Group (FGG) provides critical infrastructure, essential support services, and a wide range of public services that impact all San Diego County communities and residents. These public services include voter registration and elections, passport applications, vital records, marriage licenses, regional economic development coordination, and the dissemination of accurate and timely information about County issues and programs to the public. FGG maintains and continually strengthens the financial and operational backbone of the County and leads programs that ensure government accountability and transparency, support worker's rights and labor standards, promotes economic prosperity by coordinating the region's comprehensive economic development strategy, and enhances justice resiliency by championing equity and racial justice.

The incoming DCAO of FGG will be responsible for leading the following initiatives:

- Improving Community Outcomes through Procurement and Contracting
- Leading the County in Data-Driven Decision Making and Program Evaluation
- Sustainable County Building and Fleet Operations
- Running Local, State, and National Elections
- Protecting Workers Rights and Administering the Workplace Justice Fund

- Assessor/Recorder/County Clerk
- Auditor & Controller
- Treasurer-Tax Collector
- Chief Administrative Office
- Citizens' Law Enforcement Review Board
- Civil Service Commission
- Clerk of the Board of Supervisors
- County Communications Office
- County Counsel
- County Technology Office

- Economic Development and Government Affairs
- General Services
- Grand Jury
- Human Resources
- Office of Ethics, Compliance and Labor Standards
- Office of Equity and Racial Justice
- Office of Evaluation and Performance Analytics
- Purchasing and Contracting
- Registrar of Voters



Land Use & Environment Group | Budget: \$797 Million, Employees: 2,161

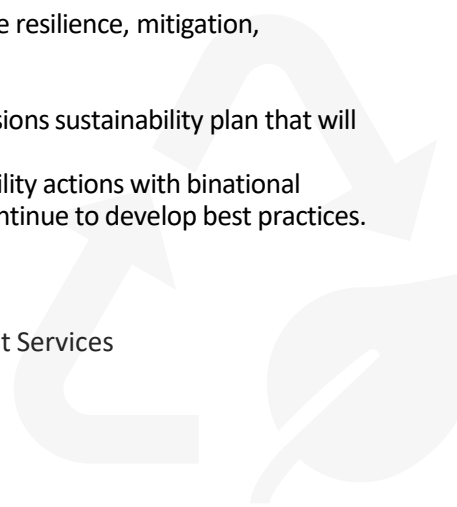
The Land Use and Environment Group (LUEG) protects and promotes an equitable, healthy environment for the 3.3 million residents and 35 million annual visitors of San Diego County with services such as food safety inspections and protecting consumers. When it comes to land use decisions, stormwater management, or roads, services are limited to the unincorporated community. LUEG also preserves and enhances natural and agricultural resources, constructs and maintains critical infrastructure including parks and libraries and ensures compliance with local, State, and federal laws that protect the public's health, safety, and quality of life for current and future generations.

The incoming DCAO of LUEG will be responsible for leading the following initiatives:

- Climate Action Plan and other regional strategies to address environmental justice, climate resilience, mitigation, adaptation, and equity.
- County's Multiple Species Conservation Program.
- Regional Decarbonization Framework focused on developing a regional zero carbon emissions sustainability plan that will position the region as a global leader in climate planning.
- Advance water ways (regionwide) focusing on drought management and water sustainability actions with binational collaboration to ensure that our residents, agricultural communities, and the economy continue to develop best practices.

- Agriculture/Weights & Measures
- County Library
- Environmental Health & Quality
- Office of Sustainability and Environmental Justice

- Parks & Recreation
- Planning & Development Services
- Public Works



Health & Human Services Agency | Budget: \$3.5 Billion, Employees: 8,243

The Health and Human Services Agency (HHS) is an integrated health, housing, and social service organization designed to advance opportunities for all San Diegans to live well and contribute to the vision of a region that is Building Better Health, Living Safely, and Thriving. HHS provides regional leadership focused on improving lives. The Agency emphasizes a community-based approach using public-private collaborative partnerships to optimally serve families in San Diego County. The Agency's long-term outcomes for the County include healthy communities, healthy behaviors and lifestyles, illness prevention and independence, self-sufficiency and personal responsibility, and safe communities.

The incoming DCAO of HHS will lead the following initiatives:

- Behavioral Health Continuum of Care - Ensuring BHS clients have access to the appropriate level of mental health and substance use services.
- Housing opportunities through affordable housing financing, rental assistance, and other housing programs.
- Advance efforts under the County's Framework for Ending Homelessness through prevention, diversion, outreach, services, treatment, emergency and permanent housing.

Aging & Independence Services
Behavioral Health Services
Child and Family Well-Being
Self-Sufficiency Services

Homeless Solutions & Equitable Communities
Housing & Community Development Services
Medical Care Services
Public Health Services

Public Safety Group | Budget: \$2.8 Billion, Employees: 8,077

The Public Safety Group (PSG) provides leadership throughout the region in public safety services, criminal justice administration, emergency preparedness and response, child support, and public accountability. Partnering with the community and stakeholders, PSG works to improve violence prevention and intervention and to reduce justice system involvement and recidivism. The PSG departments operate both independently and collaboratively to support the region by ensuring a fair and equitable justice system in the investigation, defense and prosecution of crimes and through services for victims, housing adult offenders and youth in county facilities, and supervising and supporting clients in the community. PSG departments also provide programs and services promoting opportunities for youth and young adults. In the unincorporated area, PSG also provides fire protection and emergency medical services and services to protect animals.

The incoming DCAO of PSG will be responsible for leading the following initiatives:

- Alternatives to Incarceration - identify alternatives to jail for individuals facing low-level charges.
- Immigrant Rights Legal Defense Program - providing legal representation to immigrants in custody facing removal proceedings.
- Gun Violence Reduction Program to help reduce suicide, domestic/intimate partner violence, and community violence through intervention and prevention.
- Connect justice-involved individuals who have significant needs and who are re-entering the community with care-based services.

District Attorney
Sheriff
Animal Services
Child Support Services
Office of Emergency Services

Medical Examiner
Probation
Public Defender
San Diego County Fire

Ideal Candidate

Our ideal candidates will demonstrate exceptional leadership skills, build cohesive and high-performing teams, and empower staff to achieve their goals. They embody and promote the core values of integrity, equity, inclusion and belonging. Additionally, candidates will demonstrate effective decision-making abilities and possess the following key attributes:

- Strong experience in leading, supervising, and motivating leadership teams, organizing workflow to meet objectives, delegating responsibilities, training, mentoring, and evaluating individual and team performance.
- Extensive experience managing large budgets and overseeing significant personnel numbers.
- Builds and maintains strong collaborative partnerships with community groups, advisory boards, labor organizations, and other agencies.
- Proven ability to evaluate and mitigate legal risks.
- Proven expertise in creating and executing strategic plans, policies, and procedures, including setting guidelines and metrics to monitor project progress and effectiveness.
- Demonstrates ability to successfully implement significant cultural changes.
- Exceptional leadership capabilities for overseeing multiple functions or departments through subordinate managers.
- Strong background in using information technology and data analytics to enhance operations and measure success and impact.
- Excellent communication and interpersonal skills.
- Exhibits strong leadership skills characterized by trust, transparency, and collaboration.
- Knowledge of General Management System (GMS) in principle and practice.

In addition to the above, below are the ideal attributes for each respective group

Finance & General Government Group

- Expertise in budget development, financial analysis, and strategic financial planning.
- Ability to align services to available resources to maintain fiscal stability. Provide modern infrastructure and innovative technology to maximize efficient use of resources and ensure superior service delivery to our customers.
- Provide specialized data and analytic services and integrate evidence-building capabilities to inform policy, budget and operational decisions.
- Model the use of an equity and belonging lens in the design, decision making and implementation in all that we do by prioritizing racial justice, health equity, economic opportunity, environmental protection, community centered criminal justice, governmental transparency and fundamental changes to County operations.

Land Use & Environment Group

- Executive-level experience in interpreting and implementing crucial laws, regulations, and policies for agriculture, environmental conservation, health safety, and infrastructure planning and operations.
- Proven track record of collaborating with community groups, advisory boards, and government officials to drive impactful environmental, public works and planning programs and projects.
- Demonstrated ability to interpret and implement state and federal legislation and regulations for infrastructure planning, food and water safety, and environmental and consumer protection.

Health & Human Services Agency

- Strong operational understanding of public health, behavioral health and social services.
- Expertise in interpreting and implementing State and Federal social services and healthcare legislation and regulations to make a significant impact.
- Ability to foster and maintain mutually beneficial relationships with other organizations, associations, and community contacts, enhancing collaboration and service delivery.
- Understanding the needs of diverse client populations to include the elderly, persons with disabilities, veterans, adults, children, youth and families, LGBTQ+ communities, and diverse racial and ethnic groups, to ensure equity across communities.

Public Safety Group

- Ability to develop diverse stakeholder relationships and forge consensus on difficult topics among groups with divergent and conflicting agendas and viewpoints.
- Ability to coordinate with public safety departments to maintain balance in the justice system to ensure fairness and equity for all individuals.
- Capacity to develop, communicate, implement, and evaluate research-driven programs and services related to crime and violence prevention, diversion, and re-entry.
- Familiarity with fire and emergency response principles and operations, legislation impacting public safety, and a thorough understanding of the state judicial system and courts.
- Prioritization of equity, belonging, and racial justice to inform and align programs, proposals, and policies to the County's Operational and Strategic Plans through this lens.

Qualifications for Consideration

A bachelor's degree from an accredited U.S. college or university or a certified foreign studies equivalency AND five (5) years of relevant executive level experience, that demonstrates the ability to perform as an exceptional leader.

Notes:

- A master's or doctoral degree from an accredited U.S. college or university, or a certified foreign studies equivalency, may substitute for up to one (1) year of the required experience.
- For HHS DCAO a medical (M.D.) or doctoral (Ph.D.) degree from an accredited U.S. college or university, or a certified foreign studies equivalency in a related clinical or public health discipline with appropriate licensure and/or certification is highly desirable.

Compensation and Benefits

The anticipated hiring range is \$280,000-\$300,000. Salary placement for this position is dependent upon the qualifications of the successful candidate. Salary reviews are performance-based and goal oriented.

Benefits

- Fifteen days of paid vacation, thirteen days of paid sick leave, ten days of executive time off, thirteen paid holidays, and up to three days of emergency child and/or older adult care leave
- 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, visit the website for the San Diego County Employees Retirement Association
- Deferred Compensation Program 457(b) and 401(a) plans
- May be eligible for relocation allowance up to \$20,000

How to Apply

Are you ready to lead transformative change in one of the most diverse and dynamic counties in the country? We invite you to apply for one of our Deputy Chief Administrative Officer (DCAO) positions.

Key Dates:

- Resume Review: Week of August 5th
- Community Panel Interviews: Week of August 19
- Final Interviews: Week of September 3rd
- Expected Start Dates: Month of October

Take this opportunity to make a significant impact and drive positive change in our community. Apply now!

The Department of Human Resources removes personally identifiable information from all recruitments. This practice, called Blind Applicant Screening, hides a candidate's personal information that could influence or bias a hiring decision. Personal information includes name, phone number, address, gender, age and race. This process helps contribute to a fair and equitable selection process leading to a more diverse and inclusive workforce.

Contact Information

You may direct any questions regarding the position, application or selection process to Human Resources Director, Susan Brazeau at Susan.Brazeau@sdcounty.ca.gov.



Discover San Diego County

From our world-class beaches to almost year-round sunny weather, the County of San Diego offers our residents much more than sun and waves. Downtown you can watch a Padres game at Petco Park or enjoy one of the fine-dining restaurants in the region.

Heading east you will find mountains, that may be covered in snow depending on the time of year. Head south and you will start to truly see the diversity in both geography and cultures. And head west, you will run into over 70+ miles of pristine coastline.

San Diego County Facts:

- 3,286,069 (2022 Est. Population)
- 4,526 Square Miles
- 70 Miles of Coastline
- 18 Incorporated Cities



San Diego Weather Averages:

- Average Temperature: 64°F
- High Temperature: 70°F
- Low Temperature: 58°F
- Average Rainfall: 10.4 Inches



San Diego County's population is richly diverse:

- White: 43.8%
- Hispanic/Latino: 34.8%
- Asian: 12.25%
- Black: 4.2%
- All Others: 4.95%

The County of San Diego is committed to valuing diversity and practicing inclusion because our diverse workforce is our greatest asset, and our customers are our number one priority.