DEPUTY DIRECTOR
SELF-SUFFICIENCY SERVICES
HEALTH AND HUMAN SERVICES AGENCY

ANTICIPATED HIRING RANGE:
$125,000 TO $130,000 ANNUALLY

EXCELLENT BENEFITS PACKAGE
THE POSITION
Deputy Director, Departmental Operations

The Deputy Director, Departmental Operations is an executive management classification that is responsible for the management of the administrative and operational activities of the Self-Sufficiency Division in the Health and Human Services Agency (HHSA).

Under the administrative direction of the Assistant Director, this position provides leadership and oversight of the functions and activities of the Division and will develop and implement policy and procedures related to finance, budgeting, contracts, facilities, and planning for State and local programs.

Key Responsibilities of this position include:

- Directs the financial, budget, and contracting process of Self-Sufficiency Services (SSS) in the Health & Human Services Agency (HHSA).
- Manages the development and documentation of the division's multi-year financial forecast and the development and documentation of the line item and program budgets.
- Conducts revenue projections and ensures that revenues are maximized and withstand State and federal audits, and that the County’s cost is minimized.
- Directs the coordination of division functions and activities with County departments, governmental agencies, and private industry.
- Advises and makes recommendations on policy and program development related to division matters.
- Presents reports, recommendations, and information to the Board of Supervisors and other citizen/community groups.
- Works closely with the County’s senior leadership and HHSA executives in supporting the County's Live Well San Diego vision and priorities laid out by the Board of Supervisors in the Framework for Our Future.
- Acts as a liaison with other public and private agencies, and coordinates activities with County departments as well as federal, State and local governments.
SALARY & BENEFITS

COMPENSATION:
The anticipated hiring range is $125,000 to $130,000 annually depending on qualifications.
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; please visit www.sdcera.org for more information
• Deferred Compensation Program 457 and 401(a) plans
• May be eligible for relocation allowance up to $15,000

HEALTH & HUMAN SERVICES AGENCY

The Health and Human Services Agency is an integrated agency with a robust service network that contributes to a region that is Building Better Health, Living Safely, and Thriving. Its many programs are designed to help all 3.3 million San Diego County residents live well. Health, housing, and social services are developed by six service departments to provide vital resources and care and are generally deployed through six regions.
The County of San Diego’s Framework for our Future provides direction for County operations at every level to advance racial justice, health equity, economic opportunity, environmental protection, and government transparency to create a region where all residents can achieve the Live Well San Diego vision for healthy, safe, and thriving communities.
MINIMUM QUALIFICATIONS
QUALIFYING APPLICANTS WILL POSSESS:

A bachelor’s degree from an accredited U.S. college or university or a certified foreign studies equivalency AND five (5) years of experience that demonstrate the ability to perform the essential functions of the classification.

Experience must include three (3) years of management-level experience and at least one (1) year of supervision.

A master’s degree or higher may substitute for a total of one year of experience and cannot be applied to the required one year of supervision.

THE IDEAL CANDIDATE

The ideal candidate for this position will have executive-level leadership and decision-making skills, as well as organizational and political acumen in order to advise and provide direction for Self-Sufficiency Services.

• You are a problem solver, team builder, strategic thinker, and politically astute, with exceptional organizational acumen.
• You have strong writing skills for drafting and editing Board of Supervisors (Board) Letters, reports to the Board and County executive management, project/program briefings and presentations.
• You have administrative and operational oversight experience working for a public sector program or programs of similar size and complexity.
• You have experience in the disciplines of strategic planning, project management, and outcome-based performance management.
• You have strong relationship building and collaboration skills with a track record of getting things done.
• You have sufficient knowledge of equity, belonging, and racial justice to inform and align programs, proposals, and policies to the County’s Operational and Strategic Plan through this lens.
• You exercise excellent judgment in timely communication to staff and your superiors on issues that should be elevated.
• You are a highly effective communicator, able to address sensitive issues with staff, customers, media, and community groups.
• You have motivational, coaching, and inspirational skills for engaging staff to achieve HHSA’s goals and performance standards.
• You thrive when working with a diverse team of professionals and staff to accomplish common goals.
• You see the “big picture” and look beyond department boundaries when making decisions.
HOW TO APPLY

APPLICATION PROCESS AND RECRUITMENT SCHEDULE

Applications and résumés may be submitted online at www.sandiegocounty.gov/hr; select Current Job Postings, Job Number 21229611USSS. Résumés should include academic degrees held and dates conferred, employment history and positions held, dates of services, areas of experience, levels of responsibility, reporting structure, key duties performed, and number of direct reports or staff.

The deadline to submit your application is January 10, 2022, 11:59 p.m. A first review of résumés will take place during the week of December 22, 2021. Interested candidates are encouraged to apply as soon as possible for consideration.

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 a qualified individual with 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 and selection process to Bryan Faircloth, Executive Recruiter, Department of Human Resources, at Bryan.Faircloth@sdcouny.ca.gov.

Questions regarding the position or department should be directed to Kimberly Evers, Group Human Resources Director for the Health and Human Services Agency at Kimberly.Evers@sdcouny.ca.gov.

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. For more information, please visit www.livewellsd.org.