



GROUP COMMUNICATIONS OFFICER

HEALTH & HUMAN SERVICES AGENCY



Anticipated Hiring Range: \$85,000 - \$90,000 Annually
Excellent Benefits Package

www.sandiegocounty.gov

THE POSITION

The Group Communications Officer is an unclassified management class in the Health and Human Services Agency (HHS) and will support media, public affairs, and all aspects of public communication and reputation management with multiple HHS departments, including Behavioral Health Services, Child Welfare Services, Homeless Solutions & Equitable Communities, Aging and Independence Services, Housing & Community Development Services, Public Administrator, Public Health Services, Office of Military & Veterans Affairs and Self-Sufficiency Programs.

Key responsibilities of this position include:

- Reviews, coordinates, creates, oversees, and implements a wide variety of communication activities, including information aimed at County employees.
- Makes public presentations to the media and other agency representatives on information regarding County issues and decisions.
- Develops and implements the strategic media/public relations and marketing plans in consultation with executive staff and County Communication Officer.
- Plans, writes, and provides news releases for radio, television, magazines, newspapers and web sites.

THE IDEAL CANDIDATE

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

- Ability to establish effective working relationships in multiple team environments with management, employees, media personnel, stakeholders, and the public representing diverse cultures and backgrounds.
- Expertise in strategic communications practices, including but not limited to media relations, public affairs, social media, outreach campaigns, paid and earned media, videography, graphic design and internal communications.
- Experience in information gathering and dissemination, media interviews coordination with other agencies.
- Experience working with governmental/public agencies such as serving as a public affairs and/or communications representative.
- Bilingual fluency in speaking and writing in English and Spanish is ideal, including ability to translate documents and respond to media questions.
- Ability to work in a fast-paced, large governmental organization and successfully handle multiple priorities and projects with strict deadlines.
- Demonstrates organizational acumen and understand organizational politics.
- Experience translating complex concepts into easy-to-understand information appropriate for a variety of platforms, such as websites and social media, to help the public understand the programs and services offered by the County.
- Ability to work independently, exercise due diligence when researching inquiries and demonstrates appropriate judgment in answering questions and releasing information.
- Experience with California Public Records Act.

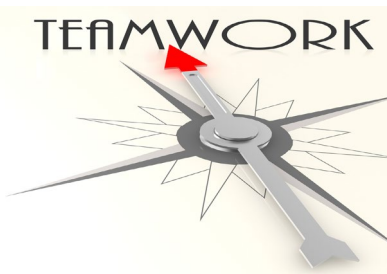
HEALTH & HUMAN SERVICES AGENCY EXECUTIVE OFFICE

The Health and Human Services Agency (HHSA) 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.

Our Group Communications Officers provide support by developing communication strategies and serve as the primary contact for media and public affairs requests, as well as lead communication during crisis events. The two Group Communications Officers work in collaboration with the HHSA Departments and the County Communications Office to manage publicity, media activities, handle event inquiries, respond to public records requests, coordinate social media activities, assist in providing media training and may produce and design correspondence and promotional material and composes and reviews departmental presentations, reports, and other communication products (e.g. flyers) for programs, campaigns or initiatives.

The Group Communications Officer position delivers direct support and/or may serve as the primary contact for several HHSA departments. Of significant importance is the key role the Agency's two Group Communications Officers play in preparing for, and responding to, both daily needs and emergencies. Our expectation is the Group Communications Officer will liaise with community partners, track effectiveness of information shared with the community, and be amongst the first to respond in a crisis.



MINIMUM QUALIFICATIONS

Applicants must possess the following:

A bachelor's degree from an accredited U.S. college or university, or a certified foreign studies equivalency AND three (3) years of experience that demonstrates the ability to perform the essential functions of the classification; 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. 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. Qualifying experience will include CAO Staff Officer or Project Manager experience that involves leading projects.

SALARY & BENEFITS

COMPENSATION

The anticipated hiring range is **\$85,000 - \$90,000 annually**.

Salary placement for this position is dependent upon the qualifications of the successful candidate. Salary reviews are performance-based and goal oriented.

BENEFITS

- 15 days of paid vacation, 13 days of paid sick leave, and 14 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, visit the website for the [San Diego County Employees Retirement Association](#)
- Deferred Compensation Program 457 and 401(a) plans
- May be eligible for relocation allowance up to \$10,000

HOW TO APPLY

1. Complete an online application and attach your résumé at www.sandiegocounty.gov/hr; select Current Job Postings, Job Number **21237411UHHSA**.
2. Attach a copy of your cover letter and degree, diploma, final transcripts or foreign studies equivalency certificate (if your degree was obtained outside of the U.S.)

Résumés will be screened in relation to the criteria outlined in this brochure. Candidates deemed to possess the most relevant qualifications will be referred to the hiring department for further evaluation. Candidates who are selected to move forward in the selection process will be contacted directly by the hiring department.

This recruitment will be opened continuously until the position is filled and may close once a sufficient number of applications have been received. 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 qualified individuals 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 Michelle Kensinger, Executive Recruiter, Department of Human Resources at Michelle.Kensinger@sdcounty.ca.gov.

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



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.



The County of San Diego and its employees embrace the vision of: a just, sustainable, and resilient future for all. Our values include: integrity, equity, access, belonging, excellence, and sustainability. Each of which are infused throughout our operations. While also embracing a mission of strengthening our communities with innovative, inclusive, and data driven services through a skilled and supported workforce. Click here for more information on our [Strategic Plan \(sandiegocounty.gov\)](http://sandiegocounty.gov) as well as our commitment to serve everyone, to build a [Framework for the Future](#) that will create a County that works for all.