Program Manager –
Program Administration, Policy Development, Outreach/Community Engagement & Data Analytics
(Actual Job Class: Group Program Manager)

Department of Environmental Health & Quality

Anticipated Hiring Range: $100,000 to $120,000 Per Year

Excellent Benefits Package
THE POSITION

The County of San Diego is seeking a dynamic, highly motivated, and team-oriented leader to fill an immediate opening for a **Program Manager – Program Administration, Policy Development, Outreach/Community Engagement & Data Analytics (Actual Job Class – Group Program Manager)**. This unclassified management position is assigned to the Department of Environmental Health and Quality (DEHQ).

Under the administrative direction of the Deputy Director, this position supports the DEHQ team in providing oversight and guidance to large, often cross-functional organization-wide projects or initiatives. The selected candidate will have strong communication and policy skills, interacting with elected officials and their staff, stakeholders and community partners with diverse viewpoints.

**Duties may include, but are not limited to:**

- Work closely with the department’s management team and policy staff to advise and make recommendations to executives and programmatic staff on policies and programs
- Direct the development, implementation, and monitoring of appropriate performance indicator data collection and analysis
- Report new information to the San Diego County Environmental Health and Quality Advisory Board on regulations, policy changes, legislative changes, and information for the regulatory community
- Act as a liaison between DEHQ departments and the stakeholder community as well as the staff of elected officials
- Review and prepare technical information for public distribution and records requests
- Prepare executive and technical reports, policy papers, and correspondence
- Monitor and coordinate high-priority DEHQ projects, while managing staff who are coordinating multi-departmental and multi-agency projects and programs with departmental program staff
- Provide oversight to department outreach including external communications, media responses, stakeholder/community engagement, social media, and administration of the DEHQ website

THE IDEAL CANDIDATE

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

- Experience formulating policy, objectives and priorities and implements plans consistent with the long-term interest of the organization
- Ability to establish rapport; build and support mutually beneficial relationships with elected officials and their staff, other organizations, associations, and community contacts
- Proven ability to be a consensus builder amongst diverse stakeholders
- Demonstrates strong organizational skills and project management
- Experience working with technical program experts to develop policy in a regulatory program or government agency
- Possesses strong knowledge of local, state, and federal regulations
- Demonstrates strong teamwork and collaboration skills
- Understands multiple perspectives, agendas, and goals
- Experience working directly for elected officials, government officials, or a Board of Directors
- Sufficient knowledge of equity, diversity, inclusion, belonging, and racial justice to inform and align programs, proposals, and policies to the County’s Operational and Strategic Plans, through this lens
Environmental Health and Quality

Our Mission:

Protecting the environment and enhancing public health by preventing disease, promoting environmental responsibility and, when necessary, enforcing environmental and public health laws

The Department of Environmental Health and Quality (DEHQ) is a nationally recognized agency with award winning programs. Its mission is to protect the environment and enhance public health by preventing disease, promoting environmental responsibility and, when necessary, enforcing environmental and public health laws. DEHQ 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. With an annual operating budget of nearly $55.7 million and 333 professional staff, services are administered through five divisions: Land and Water Quality; Food and Housing; Hazardous Materials; Community Health; and Administrative Services.

For more information about the Department of Environmental Health and Quality, visit our website: www.sandiegocounty.gov/deh

Minimum Qualifications

A bachelor's degree and three (3) years of experience which demonstrate the ability to perform the essential functions of the classification, OR a combination of education and/or experience as stated above. A master's degree or higher may substitute for a total of one (1) year. For education to substitute for work experience as stated above, college level coursework must demonstrate progress toward a degree and may be substituted on a year-for-year basis.
1. You may complete an online application at www.sandiegocounty.gov/hr; select the current job postings link.

2. Attach a copy of your degree, diploma, final transcripts or foreign studies equivalency certificate.

*Beginning July 1, 2022, the Department of Human Resources will remove personally identifiable information from all new recruitments. This practice, called Blind Applicant Screening, will hide 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 will help contribute to a fair and equitable selection process leading to a more diverse and inclusive workforce.

*Please make sure to update the Work History in your application profile to match your resume. Hiring managers will only receive the redacted application (without resumes) to make a determination of which candidates they will interview. Resumes will be sent to hiring managers at the time interviews are scheduled.

Interested candidates are encouraged to apply as soon as possible for consideration.

**SALARY & BENEFITS**

**COMPENSATION**

The anticipated hiring range is $100,00 to $120,000 annually.

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

**BENEFITS**

- Fifteen days of paid vacation, thirteen days of paid sick leave, and fourteen paid holidays
- Medical, dental, and vision insurance plans
- Flexible Credits starting at $452.50 per pay period, based on the selected level of medical coverage
- Disability Insurance, Life Insurance, and Accidental Death/ Dismemberment Insurance
- 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 a relocation allowance up to $15,000
- View the detailed Benefit Plan for Unclassified Management (UCL)
- Reimbursement of up to $500 per fiscal year for required or desired licensures or certifications
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.

CONTACT INFORMATION

Please direct any questions regarding the application or selection process to Bryan Faircloth, Executive Recruiter at Bryan.Faircloth@sdcounty.ca.gov. You may direct any questions regarding the position to Lydia Lopez, Group Human Resources Director at Lydia.Lopez@sdcounty.ca.gov.

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.

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) as well as our commitment to serve everyone, to build a Framework for the Future that will create a County that works for all.

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