

County of San Diego **POLICY DIRECTOR** Land Use & Environment Group



ACTUAL JOB CLASS - LUEG PROGRAM MANAGER
SALARY \$170,000 - \$185,000

IMMEDIATE OPENING



ABOUT US

The County of San Diego's Land Use and Environment Group (LUEG) serves the community by working to protect the public's health and safety, sustain the environment, and improve the quality of life for our residents and visitors. Our goals are accomplished through strategic planning, regional evaluation, teamwork, ongoing assessment and continuous improvement. LUEG is comprised of six departments that include Agriculture, Weights, and Measures, Environmental Health and Quality, Parks and Recreation, Planning & Development Services, Public Works, and the San Diego County Library. LUEG also includes the County's Office of Sustainability and Environmental Justice. The County of San Diego is seeking a dynamic, highly motivated and team-oriented leader to fill an immediate opening for Policy Director in the LUEG Office.



Agriculture, Weights and Measures



Department of Environmental Health and Quality



Parks and Recreation



Planning & Development Services



Public Works



County Library



THE POSITION

As a direct report to the LUEG General Manager, the Policy Director will provide general leadership on program and policy development around livable and sustainable communities, focusing on both land use and environmental issues. The director will guide unification and collaboration among LUEG departments for effective policy work related to housing, land use, infrastructure, and consumer protection.

The Policy Director will provide direction to formulate, recommend, implement, and administer public policy, while working with departments, elected officials and their staff, stakeholders and executive management, in addition to leading major initiatives. The director will also stay informed of key decisions that impact regional sustainability among multi-jurisdictional partners and agencies.

WHAT WE ARE LOOKING FOR

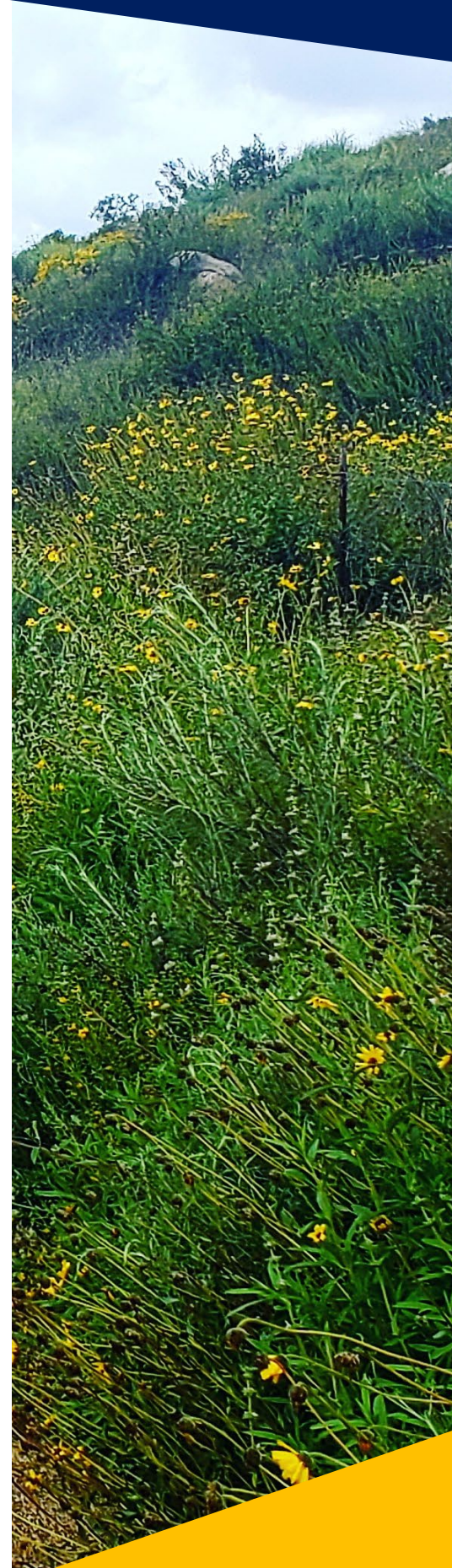
LUEG is looking for a skilled and knowledgeable Policy Director with experience in government affairs and public policy to lead a dynamic high functioning team. The ideal candidate will have experience working with elected officials and the bureaucracy at all levels of government and a large organization to bring together and implement public policy direction. Strong political acumen, awareness of competing policy agendas and points of view, and development and implementation of public policy are all major components of this role.

The desired candidate will be able to manage competing priorities and varied inputs as well as relationships with various stakeholders across the political spectrum, including working with elected officials and their staffs to identify policy issues, and working with departments on how policy items can be implemented. Staying informed and ahead of public policy trends throughout the region, state and nation and being able to develop a strategy to communicate with other public and private entities, elected officials, County departments, agency representatives, business, community, labor and environmental groups, as well as a myriad of stakeholders are key functions of the position.



DUTIES

- Serve as a strategic advisor to the General Manager, County departments, the Policy, Outreach and Data units in each of the LUEG departments, and elected offices.
- Provide policy guidance to department executives on matters going before the Board of Supervisors and anticipate Board office needs.
- Coordinate and manage high-priority County projects that often involve other governmental agencies, are high profile, and have a high level of stakeholder involvement and public participation.
- Manage Executive Office staff who coordinate multi-departmental and multi-agency projects and programs with departmental staff.
- Work with LUEG departments to review and evaluate the potential impact of federal and state legislation.
- Oversee the development of the annual legislative program for LUEG departments.
- Review meeting agendas and attend meetings of other local, regional, state and federal agencies related to items that affect LUEG departments.
- Coordinate strategic communications with stakeholder agencies that impact County departments and Board offices.
- Provide strategy, oversight and direction to the Community Engagement and Communications staff on engagement and communications plans for projects and programs for the community.
- Provide leadership guidance to the Policy Group Program Managers and CAO Staff Officers to strategically plan items.
- Provide policy direction and guidance to the LUEG departments and their Policy, Outreach and Data Units.



COMPENSATION & BENEFITS

The anticipated hiring range is \$170,000 to \$185,000 annually, depending on qualifications.

BENEFITS

- 15 days of paid vacation, 10 days of executive paid time off, 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 \$15,000

MINIMUM QUALIFICATIONS

A bachelor's degree from an accredited college or university, or certified equivalency for foreign studies, AND, five (5) years of experience that demonstrates the ability to perform the essential functions of the classification which must include two (2) years of management or supervision. OR, A combination of experience and/or education as stated above. Notes: 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.

The desired candidate will have professional experience in public policy development and strategic planning with management level experience.

HOW TO APPLY

1. Complete the online application at www.sandiegocounty.gov/hr
2. Select the current job postings link: 23031501U
3. Attach a copy of degree transcripts, completion letter, or diploma.

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.

The most highly qualified candidates, based on the evaluation results, will be referred for an interview. Be sure to include your experience in meeting the minimum requirements in both the Work Experience section and the Supplemental Questionnaire section of the Application.

Resumes will not be accepted in lieu of the application Work History and/or supplemental questionnaire.

The deadline to apply is March 27, 2023.



SPECIAL NOTES:

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](https://sandiegocounty.gov/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.



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

You may direct any questions regarding the application and selection process to Bryan Faircloth, Executive Recruiter, Department of Human Resources at bryan.faircloth@sdcounty.ca.gov.

Questions regarding the position or department should be directed to Lydia Lopez, Group Human Resources Director for the Land Use & Environment Group (LUEG) at Lydia.Lopez@sdcounty.ca.gov.

