

# County of Yolo

INVITES APPLICATIONS FOR

## Director of Health and Human Services

*\$162,900 - \$198,012 annually plus an excellent benefits package*

### THE COUNTY

Located in the rich agricultural regions of California's Central Valley and the Sacramento River Delta, Yolo County is bordered by the counties of Sacramento, Solano, Napa, Lake, Colusa, and Sutter.

The County of Yolo is one of California's original 27 counties and operates under General Law. The County is governed by an elected five-member Board of Supervisors who serve four-year terms. The County is organized into functional areas including General Government, Health and Human Services, Law and Justice Services, and Planning and Public Works. The adopted County budget for 2014-2015 is approximately \$320 million and allocated staff is 1,450.

Yolo County is home to over 202,000 people. Nearly 85% of the population lives in the County's four cities: Davis, West Sacramento, Winters and Woodland. Sacramento, the State Capitol, is located 20 miles southeast of Woodland. Traditionally, farming and ranching activities have played an important role in making Yolo County one of the leading agricultural producers in the nation.

There are excellent leisure-time and cultural opportunities in Yolo County and nearby Sacramento. The Woodland Opera House and Mondavi Center for the Performing Arts host a variety of high quality events. For outdoor activities, there is whitewater rafting along Cache Creek, bicycling on scenic country roads, and fishing and water-skiing along the Sacramento River. West Sacramento is home to the Sacramento River Cats, a AAA professional baseball team, and there are numerous locally organized sporting activities for all ages.

The County is home to the University of California, Davis with its 3,600-acre campus and a student population of more than 25,000. Other county education institutions include Woodland Community College and several excellent public school districts.



### THE DEPARTMENT

The department is entering an exciting period of transition as the departments currently known as Employment & Social Services, and Health Services (Public Health and Alcohol, Drug, and Mental Health) are in the process of becoming an integrated Health and Human Services Department. The new department is estimated to have approximately 500 employees and a complex operating budget of approximately \$125 Million. Significant planning and development activities have taken place in 2014, and a comprehensive integration plan will be presented to the Board in January, 2015. The County anticipates utilizing a phased approach to integration that will span the coming years.

The services provided by the Health and Human Services Department will include:

- Child and Adult Protective Services
- Communicable Disease Prevention and Control
- Emergency Medical Services
- Emergency Preparedness and Response
- Employment Services
- Health Education
- Immunizations
- Public Assistance Programs
- Public Health Nursing Services
- Mental Health Services
- Substance Abuse Services
- Vital Records

# THE POSITION

The Director of Health and Human Services is an at-will, department head position appointed by the County Administrative Officer subject to approval by the Board of Supervisors. The incumbent in this position works under general policy direction and within federal and state laws, regulations and rules to plan, organize, administer, and direct the activities and operations of the Health and Human Services Department. The selected candidate will have the rewarding opportunity to help shape the department structure and service delivery models during the integration.

## SHORT TERM PRIORITIES

Short term priorities for the selected candidate include:

- Championing the integration efforts and actively managing change.
- Leading long-range strategic planning efforts and establishing clear and purposeful goals, while remaining cognizant of changing community needs.
- Establishing cohesive operations and culture among a group of multi-disciplinary staff who traditionally operated under different organizational cultures.
- Supporting and promoting the mission, vision, and values of the department.



<b>Vision:</b>	Yolo County residents are safe, healthy, productive and economically secure.	
<b>Mission:</b>	In partnership with the community, promote health and human services that meet the evolving needs of Yolo County residents.	
<b>Values:</b>	<b>Collaborative</b>	<i>Promotes teamwork and partnership</i>
	<b>Accountable</b>	<i>Is transparent, efficient and effective</i>
	<b>Respectful</b>	<i>Demonstrates integrity and trust</i>
	<b>Equitable</b>	<i>Honors diversity and promotes equality</i>
	<b>Strategic</b>	<i>Forward thinking and innovative</i>

## DUTIES AND RESPONSIBILITIES

The Director of Health and Human Services will oversee a comprehensive health and human services delivery system where the goal is to utilize a holistic approach to serving each individual client. Serving as a member of the County’s executive management team, the incumbent will provide advice and counsel to the County Administrator regarding strategic policy, and will be responsible to further the department’s and County’s goals within general policy guidelines. Responsibilities will include:

- Formulating goals, policies, action plans, and procedures for the department.
- Proactively representing the department publicly and speaking passionately and effectively about the department’s mission, clients, and staff.
- Overseeing the development and administration of the Health and Human Services integrated budgets; and directing searches for new and creative funding sources to enhance the delivery of services.
- Selecting, assigning, directing, evaluating performance, and overseeing training and development of the Department's senior management team.
- Monitoring state and federal regulations and legislative activities, and implementing changes to policy and procedures as appropriate.
- Meeting with a wide variety of stakeholders to solicit input, assess needs and concerns, and promote general knowledge of health and human services available in the community.
- Providing policy level guidance to the County Administrator and the Board of Supervisors on items related to health and human services.
- Monitoring and evaluating service delivery methods to ensure they are consistent with legal restraints, community needs, and County policy; identifying opportunities for improvement; directing and implementing changes.



## CANDIDATE BACKGROUND AND CREDENTIALS

Education: A Bachelor's Degree from an accredited college or university in public administration, business administration, health administration, public health, psychology, social science, social work, behavioral sciences, or a related field; AND

Experience: Five (5) years of progressively responsible senior management experience in the delivery of health care, mental health, and/or social services programs.

## THE IDEAL CANDIDATE

In addition to the candidate qualifications, the ideal candidate is a strong communicator with extensive programmatic and administrative experience managing health and human services programs and services, preferably in California. The selected candidate will also possess the following characteristics:

### LEADERSHIP

- Models the behaviors he/she expects to see in his/her staff
- Sees the big picture and possesses a vision for the department
- Has the leadership ability to bring staff together; to mobilize and direct staff effectively and efficiently
- Communicates quickly and effectively when changes are happening
- Works collaboratively and thinks innovatively
- Ensures fiscal sustainability for the department

### INTEGRITY

- Leads with integrity and ethical practices
- Is inclusive, fair minded and values differences
- Accepts responsibility and is accountable for his/her decisions and actions
- Is trustworthy, genuine, and sincere

### COMMITMENT TO COMMUNITY AND STAFF

- Is committed to providing exceptional customer service and meeting community needs
- Has the ability to assess organizational and community needs
- Understands the complexity of California health, mental health, and social services systems, and the populations at risk
- Appreciates and supports staff and celebrates successes
- Advocates for both clients and staff

## HOW TO APPLY

This executive search will continue until a successful candidate is hired. It is, however, the intention of Yolo County to start screening leading candidates in December, 2014, and to hold initial interviews with the most qualified candidates as soon as January, 2015. If you are interested in this outstanding opportunity, please submit a detailed resume and salary history with a letter of interest to:

**Brody Lorda, Principal Personnel Analyst**  
**County of Yolo Human Resources**  
**625 Court Street, Room 101, Woodland, CA 95695**  
**Phone (530) 666-8054**

Application packets are preferred electronically and can be submitted to: [brody.lorda@yolocounty.org](mailto:brody.lorda@yolocounty.org). Should you have any questions with regard to your own interest, or a recommendation of a colleague, please contact us at the number above. Resumes received will be reviewed in accordance with the criteria outlined in this brochure and candidates with the most relevant qualifications will be contacted for additional discussion and screening.

## COMPENSATION PACKAGE

The County of Yolo offers a competitive total compensation package. The current annual salary range for this position is \$162,900 - \$198,012. The salary placement will be made based on the qualifications of the selected candidate. In addition, an example of the benefits provided by the County includes:

**Retirement** - CalPERS 2.5% @ 55 for classic members; employees contribute 8% of salary toward retirement. (New members: 2% @ 62; employees currently contribute 6.25%) The County Participates in Social Security and Medicare programs

**Health Benefits** - The County offers six health plans (3 HMO's and 3 PPO's). Employees currently receive a benefit package of \$25,454 annually to purchase health, dental, and vision insurance; remaining balance paid to the employee as taxable earnings

**Life Insurance** - The County provides a \$50,000 Life and AD&D Policy

**Auto Allowance** - \$570 per month

**Deferred Compensation** - The County provides \$500 each calendar year when a Department Head defers \$500

**Sick Leave:** 8 hours per month

**Vacation Leave:** 80 hours per year (1st year through 3rd year); 120 hours after 3 years of employment

**Administrative Leave:** 80 hours per year

**Holidays:** 10.5 holidays per year; additional 32 hours each year for floating holidays

**County Disability Insurance:** Eligible for short-term disability benefit at 85% of salary

*For additional information, please visit [www.yolocounty.org](http://www.yolocounty.org)*