

County of Yolo

INVITES APPLICATIONS FOR

Deputy Director, Health and Human Services

\$125,880 to \$153,012 annually plus an excellent benefits package*

**placement beyond the above salary range is negotiable, based on the selected candidate's experience and salary requirements*

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 AGENCY

The agency 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 Agency. The new department is estimated to have approximately 580 employees and a complex operating budget of approximately \$140 Million in fiscal year 2015/2016. Significant planning and development activities took place in 2014, and a comprehensive integration plan was 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 Agency will include:

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

THE POSITION

The Deputy Director of Health and Human Services is an at-will position appointed by the Director of Health and Human Services. This is a new position for the Agency. The incumbent in this position will work under executive direction of the Director to plan, organize, and direct varied administrative, operational, and support services functions of the Health and Human Services Agency. The selected candidate will provide highly responsible and complex administrative support to the Director, and act as a Director designee for applicable fiscal or administrative functions.



This is a single position, senior management level class that reports directly to the Director of Health and Human Services. The selected incumbent will be responsible for the administrative services of the department including, fiscal and budgetary activities, information technology support, facility and operations management, support services, and contract management. The incumbent will also provide senior leadership to a multi-disciplinary team of professional, paraprofessional, and clerical administrative staff, both directly and through subordinate managers. Essential functions of the position include:

- Managing, planning, coordinating and directing the varied administrative, operational and support services functions of the agency; overseeing and providing executive leadership to a multi-disciplinary administrative staff.
- Providing complex fiscal and administrative support to the Director, Health and Human Services regarding applicable activities within the agency; and serving as a Director designee for appropriate fiscal and administrative responsibilities.
- Overseeing, developing, and administering the consolidated budget; managing multiple, complex funding streams and related reporting requirements; forecasting additional funds; overseeing, monitoring and controlling expenditures; developing and proposing mid-year adjustments.
- Preparing and recommending long-range plans for department services and programs; seeking grants and other sources of funding to enhance the delivery of services.
- Overseeing the development, negotiation, and administration of various contracts for health and human services; assuring compliance with contract terms.
- Directly or through management and/or supervisory staff selecting, motivating, and evaluating assigned personnel; planning and coordinating staff training and employee development efforts; working with employees to correct deficiencies; and implementing discipline and termination procedures.
- Developing and directing the implementation of administrative and support services goals, objectives, policies, procedures; establishing performance standards and measuring and conducting organizational studies; and implementing innovative and creative ways to promote and enhance efficient administrative services.
- Monitoring State and Federal regulations and legislative activities pertaining to health and human services; implementing changes to administrative policy and procedures as appropriate; ensuring compliance with applicable laws and regulations.
- Collaborating with executive management, other county departments, outside agencies, and other public and private organizations on matters related to the agency's administrative operations.
- Preparing or coordinating the preparation of a wide variety of analytical and statistical reports and presentations regarding administrative services; making presentations to a variety of audiences.

YOLO COUNTY DEPARTMENT OF HEALTH AND HUMAN SERVICES

Vision: Yolo County residents are safe, healthy, productive and economically secure.

Mission: In partnership with the community, promote health and human services that meet the evolving needs of Yolo County residents.

- Values:**
- Collaborative** *Promotes teamwork and partnership*
 - Accountable** *Is transparent, efficient and effective*
 - Respectful** *Demonstrates integrity and trust*
 - Equitable** *Honors diversity and promotes equality*



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 science, or a related field; Master's in Business Administration preferred AND

Experience: Five (5) years of progressively responsible experience managing the fiscal and administrative functions within a public health and human services agency, and/or five (5) years of progressively responsible experience managing the delivery of health, mental health, and/or social services programs in the public sector.

THE IDEAL CANDIDATE

In addition to the candidate qualifications, the ideal candidate has extensive experience managing the fiscal and administrative functions of a health and human services organization, preferably in California. The selected candidate will be familiar and comfortable the various complex funding and revenue streams involved in public sector health, mental health, and social services programs in order to successfully forecast fiscal pitfalls and identify innovative opportunities for new revenue sources.

The selected candidate will also possess a solid foundational knowledge of the following:

- Operations of a comprehensive and integrated health and human services organization, including varied revenue streams
- Principles and practices of budget planning, development and implementation within local government
- Principles and practices of long-range fiscal planning and financial management
- Business and management principles involved in strategic planning, goal setting, resource allocation, performance measures, and coordination of resources
- Principles and practices of personnel management and employee relations, including supervision, evaluation, development, mentoring and training
- Methods and techniques used in conflict management and negotiation
- Applicable Federal, State, and local laws, rules and regulations related to health and human services programs
- Principles and practices of contract administration and maintenance
- Social, political and economic issues influencing health and human services programs

HOW TO APPLY

If you are interested in this outstanding opportunity, please submit a detailed resume and salary history with a letter of interest to:

Jenny Brown, Personnel Analyst

County of Yolo Human Resources

625 Court Street, Room 101, Woodland, CA 95695

Phone (530) 666-8328

This recruitment will continue until the position has been filled. The first application screening for this position will occur on Friday, April 10th, 2015.

Application packets are preferred electronically and can be submitted to: jenny.brown@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 an interview, tentatively scheduled to proceed in late April 2015.

COMPENSATION PACKAGE

The County of Yolo offers a competitive total compensation package. The current annual salary range for this position is \$125,880 to \$153,012. The salary placement will be made based on the qualifications of the selected candidate. Placement beyond this salary range is negotiable, based on the selected candidate's experience and salary requirements. 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 \$20,454 annually to purchase health, dental, and vision insurance; remaining balance paid to the employee as taxable earnings
- **Life Insurance** - The County provides a \$25,000 Life and AD&D Policy
- **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:** 40 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

For additional information, please visit www.yolocounty.org