

County of Yolo

INVITES APPLICATIONS FOR

Deputy Branch Director, Health and Human Services Administration Branch

\$118,238 to \$143,719 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 2018-2019 is approximately \$480 million and allocated staff of approximately 1,600.

Yolo County is home to approximately 210,000 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 Health and Human Services Agency (Agency) was formed on July 1, 2015, and encompasses the departments formerly known as Employment & Social Services, and Health Services (Public Health and Alcohol, Drug, and Mental Health). The Health and Human Services Agency has approximately 600 employees and a complex operating budget of approximately \$170 Million in fiscal year 2018/2019.

The Agency has several branches (Adult & Aging, Child, Youth, & Families, Community Health, Service Centers, and Administration), each of which provides a myriad of services to County residents, including:

- Adult Protective Services
- Child Welfare 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 Guardian
- Public Health Nursing Services
- Mental Health Services
- Substance Abuse Services

THE POSITION

The Deputy Branch Director, Health and Human Services is a second-level, at-will management class that reports directly to the Assistant Director, Health and Human Services. The selected incumbent will assist the Assistant Director with the programmatic functions of the Administration Branch with primary responsibility for all of the Department’s financial activities.

The incumbent will exercise direct and indirect supervision over lower level management and supervisory staff. The Deputy Branch Director, Health and Human Services is distinguished from lower level management classes, which are responsible for a major program area or a specialty functional area within a branch.

Essential functions of the position include:

- Assists in the management, planning, and evaluation of multi-disciplinary teams providing all of the financial support to the HHS Department.
- Directly or through subordinate management and/or supervisory staff selects, trains, motivates, and evaluates assigned personnel; works with employees to correct deficiencies; implements discipline and termination procedures.
- Develops and implements goals, objectives, policies, procedures and performance standards for all assigned financial programs in the Administration branch to enhance Department’s services and operations through accurate and timely financial reporting and revenue maximization.
- Collaborates with executive management, peers, other county departments, outside agencies, a variety of public and private groups and community organizations on matters related to assigned branch functions; serve as staff on boards, commissions, and committees.
- Identifies opportunities for improving service delivery methods and procedures; identified resources needs; obtains approval for improvements as needed/required; implements improvements.
- Monitors State and Federal regulations and legislative activities pertaining to health and human services finance; evaluates the effect on assigned program activities; recommends and implements changes to policy and procedures as appropriate; ensures compliance with applicable laws and regulations.
- Responsible for leading the Department’s budget preparation, financial reporting, revenue generation and auditing activities; monitors and controls Department’s expenditures.



YOLO COUNTY HEALTH AND HUMAN SERVICES AGENCY

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
 - Strategic**Forward thinking and innovative



CANDIDATE BACKGROUND AND CREDENTIALS

Education: A Bachelor's Degree from an accredited college or university in business administration, accounting, finance, economics, or a related field; Master's in a related field preferred AND

Experience: Two (2) years of progressively responsible management experience in the delivery of health, mental health, and/or social services programs in the public sector.

Desirable Experience: Experience managing the fiscal and administrative functions of an integrated health and human services organization, including familiarity with various complex funding and revenue streams involved in public sector health, mental health, and social services programs to successfully forecast fiscal pitfalls and identify opportunities for new revenue sources.

HOW TO APPLY

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

Elizabeth Loud, Personnel Analyst
County of Yolo HHSA Human Resources
137 N. Cottonwood Street, Woodland, CA 95695
Phone (530) 666-8558

This recruitment will continue until the position has been filled. The first application screening for this position will occur on Monday, January 7, 2019.

Application packets should be submitted via email to:

Elizabeth.loud@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.



THE IDEAL CANDIDATE

In addition to the candidate qualifications, organizational "fit" and adaptability to the work environment will be critical aspects for success in this role.

The ideal candidate for this position is:

- a collaborative, experienced leader that reflects positive core values and operates with high levels of integrity, professionalism, respect, and ethical behavior.
- a skilled communicator and listener that can effectively write and verbally present in a concise and articulate manner to employees, peers, the Assistant Director, Board of Supervisors, and other stakeholders across the County.
- politically astute and able to build and foster effective partnerships throughout the County and with its stakeholders.
- trustworthy and empathetic, with a good sense of humor.
- detail oriented, organized, financially astute, and skilled in data analytics, while remaining cognizant of the vision and strategic goals of the Agency.
- comfortable with long range goal setting, managing change, performance measures and data informed decision making, and other strategic measures.

COMPENSATION PACKAGE

The County of Yolo offers a competitive total compensation package. The current annual salary range for this position is \$118,283 to \$143,719. 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 \$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 \$50,000 Life and AD&D Policy
- **Sick Leave:** 8 hours per month
- **Vacation Leave:** 80 hours per year (1st year through 4th year); 104 hours after 5 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