

# County of Yolo

INVITES APPLICATIONS FOR

## Deputy Branch Director

(Health and Human Services Deputy Branch Director, Administration)

*\$126,532 to \$153,800 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 2021-2022 is approximately \$782.6 million and allocated staff of approximately 1,600.

Yolo County is home to approximately 221,705 people. Nearly 86% 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 (HHSA) 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 700 employees and a complex operating budget of approximately \$282.7 Million in fiscal year 2021/2022.

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 ADMINISTRATION BRANCH

The purpose of the Administration Branch is to promote employee wellness, financial stability, and long-term program success for the Health and Human Services Agency. The branch is responsible for the following services: contracts, budgeting, support services, collections, revenue generation, payments & issuance, information technology, strategic planning, performance & process management, audits & compliance, and human resources.

## THE POSITION

The Deputy Director in the Administration Branch is an at-will management class position that reports directly to the Assistant Agency Director of Health and Human Services. Under general direction, assists with planning, organizing, and directing all non-financial administrative

programs within the Health and Human Services Agency; develops, modifies and implements program policies and procedures; coordinates assigned activities with other branches, departments, outside agencies, and the general public; and acts as the Branch Director designee in their absence. Essential functions of the position include:



- Assists in the management, planning, and evaluation of multi-disciplinary teams providing integrated administrative services including contract management, support services, strategic planning, performance and process management, and human resources; also assists with liaison duties and service coordination for dedicated staff within the Information Technology and General Services departments.
- 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 the Administration branch to enhance program services and operations.
- 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 as needed.
- Identifies opportunities for improving service delivery methods and procedures; identifies resource needs; obtains approval for improvements as needed/required; implements improvements.
- Monitors State and Federal regulations and legislative activities pertaining to health and human services; evaluates the effect on assigned administrative activities; recommends and implements changes to policy and procedures as appropriate; ensures compliance with applicable laws and regulations.
- A key participant in building the Agency's annual budget and projections; assists with the budget specifically for the Administration branch; and monitors and controls program expenditures.
- Provide responsible staff assistance to the Branch Director; prepares a wide variety of analytical and statistical reports for county management and outside agencies and organizations; makes presentations to a variety of audiences as needed.
- Performs related duties as assigned.

### 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:**

<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>



## 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 Degree in 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.

## 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:

- Resolve and respond to sensitive community and organizational issues, concerns and needs
- Exercise initiative, ingenuity and sound independent judgment when making decisions within general policy guidelines
- Establish and maintain effective, constructive and cooperative working relationships with others and maintain them over time
- Communicate clearly and concisely, both verbally and in writing
- Review, analyze, interpret and summarize a variety of complex data and information
- Prepare clear and concise reports, correspondence, policies, and other written materials
- Prepare and deliver relevant, effective and impactful presentations
- Identify complex problems, develop and evaluate alternatives and implement solutions

## HOW TO APPLY

If you are interested in this outstanding opportunity, please submit **education verification, a detailed resume, cover letter, and six professional references** to:

**Carrie Matthews, Associate Personnel Analyst**

**County of Yolo HHSA Human Resources**

**137 N. Cottonwood Street, Woodland, CA 95695**

**Phone (530) 661-2619**

**[carrie.matthews@yolocounty.org](mailto:carrie.matthews@yolocounty.org)**

This recruitment will continue until the position has been filled. The first application screening for this position will occur the week of November 1, 2021.

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

## COMPENSATION PACKAGE

The County of Yolo offers a competitive total compensation package. The current annual salary range for this position is \$126,532 to \$153,800. 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 include:

- **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 (6 HMO's and 3 PPO's). Employees currently receive a benefit package of \$23,687.04 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 4th year); 104 hours after 5 years of employment
- **Administrative Leave:** 40 hours per year
- **Holidays:** 10.5 holidays per year; additional 40 hours each year for floating holidays
- **County Disability Insurance:** Eligible for short-term disability benefit

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

