

# County of Yolo

INVITES APPLICATIONS FOR

## Service Centers Branch Director

(Health and Human Services Branch Director, Service Centers Branch)

*\$149,469 to \$181,688 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, Public Health, Service Centers, and Administration), each of which provides a myriad of services to County residents, including:

- Adult Protective Services
- Mental Health Services
- Substance Use Services
- Public Guardian
- In Home Supportive Services
- Veterans Services
- Quality Management
- Child Welfare Services
- Communicable Disease Prevention and Control
- Immunizations
- Public Assistance Programs
- Public Health Nursing Services
- Emergency Preparedness and Response
- Employment Services
- Health Education
- Emergency Medical Services

## THE SERVICE CENTERS BRANCH

The purpose of the Service Centers Branch is to administer public assistance programs including cash, food and medical benefits. The branch also provides employment services to program participants and county residents. Through our programs, we aim to provide services to help individuals and families meet their basic needs and opportunities to help them achieve self-sufficiency.

## THE POSITION

The Branch Director in the Service Centers Branch is an at-will management class position that reports directly to the Agency Director of Health and Human Services, and is a part of the HHSA Executive Leadership Team. The incumbent oversees the Service Centers Branch programs, staff, and budget. The incumbent will also represent Yolo County Service Centers in state associations, and be the key liaison to many state agencies representing the work of the branch or designate this responsibility to appropriate branch leadership. Essential functions of the position include:

- Manages, plans, and evaluates multi-disciplinary teams providing integrated health and human services programs within an assigned branch of the agency in areas such as Eligibility and Employment Services; specifically CalFresh, Medi-Cal, CalWORKS, General Assistance, CalFresh E and T, WIOA, One Stop Employment Services and Systems Support.
- Directly or through subordinate management staff selects, trains, motivates, and evaluates assigned personnel; works with employees to correct deficiencies; implements discipline and termination procedures.
- Develops and manages the implementation of goals, objectives, policies, procedures and performance standards for an assigned program 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.
- Monitors State and Federal regulations and legislative activities pertaining to health and human services; evaluates the effect on assigned program activities, and implements changes to policy and procedures as appropriate; ensures compliance with applicable laws and regulations.
- Ensures the dissemination of information regarding program operations in an effort to promote general knowledge of the health and human services programs provided to the community.
- Participates in budget preparation and administration for assigned branch and applicable programs; monitors and controls expenditures.
- Prepares a wide variety of analytical and statistical reports for county management and outside agencies and organizations; makes presentations to a variety of audiences on issues related to assigned program branch.
- 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:** Three (3) 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 will:

- Be a leader to a team of managers, providing coaching, guidance and support to the larger team through subordinate managers and supervisors
- Resolve and respond to sensitive community and organizational issues, concerns and needs from a variety of stakeholders
- Exercise initiative, ingenuity and sound independent judgment when making decisions within general policy guidelines for the branch
- 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, budgets, staffing plans, correspondence, policies, and other written materials
- Prepare and deliver relevant, effective and impactful presentations to staff, the public and the board
- Identify complex problems, develop and evaluate alternatives and implement solutions
- Have a heart for the work and workforce. Exhibit a deep commitment to the mission, our clients and team.

## 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:**

**Sarah Lampley, Personnel Analyst**

**County of Yolo HHSA Human Resources**

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

**[sarah.lampley@yolocounty.org](mailto:sarah.lampley@yolocounty.org)**

This recruitment will continue until the position has been filled.

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.

## COMPENSATION PACKAGE

The County of Yolo offers a competitive total compensation package. The current annual salary range for this position is \$149,469 to \$181,688. 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 HMOs and 3 PPOs). 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)*

