

County of Yolo

INVITES APPLICATIONS FOR

Chief Fiscal Administrative Officer (Health and Human Services Agency, Administration)

\$121,222 to \$147,347 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 2022-2023 is approximately \$742.5 million and allocated staff of approximately 1,851.

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 (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 760 employees and a complex operating budget of approximately \$241.4 Million in fiscal year 2022-2023.

The Agency has several branches (Adult & Aging, Child, Youth, & Families, Community Health, Service Centers, and Fiscal & 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 CFAO reports directly to the Health and Human Services, Assistant Director, and has 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.

Under general direction, the CFAO assists with planning, organizing, and directing the delivery of financial services for the Health and Human Services Agency; develops, modifies and implements financial policies and procedures; coordinates assigned activities with other branches, departments, and outside agencies; and acts as the Branch Director designee or in his/her absence. Essential functions of the position include:

- Assist in the management, planning, and evaluation of teams providing all of the financial support to the HHS Department;
- Directly or through subordinate management and/or supervisory staff select, train, motivate, and evaluate assigned personnel, work with employees to correct deficiencies, implement discipline and termination procedures;
- Develop and implement goals, objectives, policies, procedures and performance standards for all assigned financial programs in the Administration branch to enhance services and operations through accurate and timely budgeting, financial reporting, and revenue maximization;
- Collaborate 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;
- Identify opportunities for improving service delivery methods and procedures, identify resource needs, obtain approval for improvements as needed/required, and implement improvements;
- Monitor State and Federal regulations and legislative activities pertaining to health and human services finance, evaluate the effect on assigned program activities, recommend and implement changes to policy and procedures as appropriate, ensure compliance with applicable laws and regulations;
- Lead the department's financial reporting, revenue generation, and auditing activities, as well as manage the department's budget and projection processes, and monitor and control all the 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	<i>Promotes teamwork and partnership</i>
Accountable	<i>Is transparent, efficient and effective</i>
Respectful	<i>Demonstrates integrity and trust</i>
Equitable	<i>Honors diversity and promotes equality</i>
Strategic	<i>Forward thinking and innovative</i>



CANDIDATE BACKGROUND AND CREDENTIALS

Education: A Bachelor's Degree from an accredited college or university in Finance, Accounting, Business Administration, or a closely related field; Master's Degree in related field preferred.

AND

Experience: Six (6) years of responsible, professional experience performing administrative, budget management, fiscal and/or program analytical work, including a minimum of two (2) years of supervisory and/or management experience.

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, salary history, and six professional references to:**

Carrie Matthews, Associate Personnel Analyst
County of Yolo HHS Human Resources
137 N. Cottonwood Street, Woodland, CA 95695
Phone (530) 661-2619
Carrie.matthews@yolocounty.org

This recruitment will continue until the position has been filled. The first application screening for this position will occur on (**Monday, September 4, 2023**)

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 \$121,222 to \$147,347 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 (8 HMO's and 2 PPO's). Employees currently receive a benefit package of \$22,396.32 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

