The County of Sacramento is accepting applications for:

DEPUTY DIRECTOR, HUMAN SERVICES

$136,033—$149,981

Annual Salary

Plus 3.35% Management Differential and Excellent Benefits

THE COMMUNITY

Sacramento County covers 984 square miles and is home to the California state capital, 1.5 million residents and seven incorporated cities: Citrus Heights, Elk Grove, Folsom, Galt, Isleton, Rancho Cordova and Sacramento. The population of Sacramento County’s unincorporated area is approximately 564,000.

Residents in Sacramento County have a variety of recreational, dining and entertainment options to choose from. The County is home to more than 15,000 acres of park, plus the 23-mile American River Parkway, where more than five million visitors enjoy the unique wildlife and recreation area annually. Fishing, boating and rafting opportunities are available to water enthusiasts, and picnic sites, golfing, guided natural and historic tours are steps away from the multi-use trail. With its close vicinity to local agriculture, County residents also have an extraordinary selection of local food, wines and beers.

Sacramento County is one of the most affordable home-buying metropolitan areas in the state, and has a skilled workforce, high graduation rates and college-educated residents. The County is a leader in the 21st century economy with growing advanced manufacturing, agriculture and food, clean energy technology, information and communications technology and life sciences.

An Equal Opportunity Employer
COUNTY GOVERNMENT

The County of Sacramento was incorporated in 1850 in response to the needs of a growing population and was one of the original 27 counties of California. In 1933, the Sacramento County Charter was established, along with the County Executive position.

The County is governed by five members of the Sacramento County Board of Supervisors, elected on a non-partisan basis to serve staggered four-year terms, each representing one of the five districts. The County Executive is responsible to the Board for planning, organizing and directing County activities. Other elected officials include the Assessor, District Attorney and the Sheriff.

In 1972, an amendment to the County Charter was implemented to organize the County on an agency basis for more effective administration of functions for which the County Executive is responsible to the Board of Supervisors. Approved by the electorate, the amendment established agency heads to groups of County Departments. The four agencies within the County, which report to the County Executive and Assistant County Executive, are Administrative Services, Municipal Services, Public Works and Infrastructure, and Social Services. Sacramento County has more than 30 departments and offices that provide services to County residents.

The County is responsible, pursuant to the County Charter or ordinances, or by state or federal mandate, to provide health and welfare, criminal justice and municipal services (including law enforcement), as well as other services to County residents. Major services include the Airport System, Animal Care and Regulation, Clerk Recorder, Criminal Justice, Health and Welfare, Property Tax System, Regional Parks, Transportation, Waste Management and Recycling, Voter Registration and Water Resources.

The County’s total operating budget for 2017-18 is $4.15 billion, and there are more than 12,200 full-time employees.

THE DEPARTMENTS

Deputy Director, Human Services positions are located in three departments: Department of Health Services, Department of Child, Family and Adult Services and Department of Human Assistance.
Department of Health Services

The Department of Health Services, as part of the Social Services Agency reporting to the Deputy County Executive, provides services and programs to residents of unincorporated Sacramento County and the seven cities within its boundary. The primary mission of the Department is to promote and improve the health and wellness of the residents of Sacramento County.

The Department of Health Services was established during Fiscal Year 2017-18. The Department includes the following divisions: Primary Health Services, Public Health Services, and Behavioral Health Services. The Department also is responsible for Juvenile Medical and Adult Correctional Services, as well as the oversight of the Medical Treatment budget units. The Fiscal Year 2017-18 Budget is approximately $528 million and includes funding from Federal, State, Realignment, and Grants, with a Net County Cost of $65 million and 1,017.3 full-time employees.

Department of Child, Family and Adult Services

The Department of Child, Family and Adult Services, as part of the Social Services Agency reporting to the Deputy County Executive, provides services and programs to residents of unincorporated Sacramento County and the seven cities within its boundary. The primary mission of the department is to protect children, senior citizens, and vulnerable adults from neglect, abuse, and exploitation.

The Department of Child, Family and Adult Services was established during Fiscal Year 2017-18. The Department includes the following divisions: Child Protective Services and Senior and Adult Services. The Department also is responsible for the In-Home Supportive Services Public Authority and the In-Home Supportive Services Provider Payment budget unit. The Fiscal Year 2017-18 Budget is approximately $284 million and includes funding from Federal, State, Realignment, and Grants, with a Net County Cost of $5.1 million and 1,188.6 full-time employees.

Department of Human Assistance

The Department of Human Assistance, as part of the Social Services Agency reporting to the Deputy County Executive, brings together more than 2,000 skilled and dedicated employees each day to plan, implement and oversee a spectrum of programs and services designed to move people from public assistance to independence. The Department’s primary mission of fostering self-sufficiency among those it serves touches every facet of daily life, from employment, housing and health care to transportation, education and child care.

The Department of Human Assistance includes the following programs and divisions: Customer Service Operations, Program Policy Planning and Legislation, Homeless Services, Employment Services, Financial Management, Program Integrity, Staff Development and Veterans Services. The Fiscal Year 2017-2018 Budget is approximately $711 million and includes funding from Federal, State, and Realignment, with a Net County Cost of $39 million and 2,210.9 full-time employees.

THE POSITION

Deputy Director, Human Services is an executive management level position that reports to the Director of Health Services; the Director of Child, Family and Adult Services or the Director of Human Assistance. Incumbents are responsible for the overall administration of a branch or for delegated elements of overall departmental operations, finance or administration. Responsibilities include oversite of large complex programs, meeting benchmarks and mandated targets/performance outcomes. Incumbents provide organizational leadership through changing technologies, initiatives, and legislative mandates. This position is a key advisor to the Director and acts for the Director within delegated authorities. A professional license and/or certification is desirable in some positions in this class. A strong commitment to public service is also desirable.

Deputy Director, Human Services
IDEAL CANDIDATES WILL POSSESS THE FOLLOWING KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of
- Administrative principles and methods, including policy implementation, goal setting, program development and administration, and employee supervision
- Budget development and administration
- Principles and practices of conflict resolution
- Human services programs related to assigned area of service
- Governmental organizational structures
- Social, political and economic issues influencing area of responsibility
- Available public and private community resources

Ability to
- Plan, coordinate and administer a comprehensive branch program incorporating diverse services and programs
- Select, motivate and manage a large staff, evaluate performance and effectiveness and provide for their training and professional development
- Analyze and resolve complex administrative problems and negotiate effective solutions among diverse interests
- Coordinate and integrate multiple programs within the context of the county structure while addressing community concerns
- Exercise sound independent judgment within general policy guidelines
- Establish and maintain effective working relationships with a large and diverse group of people encountered in the course of the work

MINIMUM QUALIFICATIONS

Any combination of education, training and experience likely to provide the required Knowledge and Abilities for this class as described above. Typical ways include:

Possession of a Bachelor's degree from an accredited college or university in a management field such as public administration, business administration, or health services administration; or in a related human service field such as social work, psychology, mental health, public health, health sciences, or sociology; or a closely related health field such as life sciences or physical sciences. A Master's degree is desirable.

And

Four (4) years of experience managing a major organizational unit or program within the field of human services delivery or human services administration with responsibilities for planning, directing, and controlling the activities of subordinate staff; and including program development and management, budget preparation and administration, development of policies and procedures, and supervision and evaluation of staff.
**APPLICATION AND SELECTION PROCESS**

Qualified candidates are encouraged to apply by completing the online application and supplemental questions via the County’s website: [www.saccountyjobs.net](http://www.saccountyjobs.net).

**APPLICATION FILING DEADLINES:**

Filing Cutoff – April 16, 2018 at 5:00 p.m.

Final Filing Date – May 7, 2018 at 5:00 p.m.

All applicants who meet the minimum qualifications by the cutoff will have their supplemental questionnaire scored for the formula rate examination. Candidates who successfully pass the formula rate examination will be placed on the eligible list. Candidates deemed to have the most relevant background and experience will be invited to participate in a series of one or more interviews.

Questions about the position or examination? Please contact Cathy O’Connell, Senior Personnel Analyst, at (916) 874-7398 or OconnellC@SacCounty.net

**COMPENSATION AND BENEFITS**

The approximate annual salary range for this position is $136,033—$149,981. An excellent benefits package is also provided which includes:

- Management Differential: 3.35% per pay period.
- Holidays: 13.5 paid holidays per year.
- Vacation: Two to five weeks (based upon length of service) of paid vacation.
- Sick leave: 15 days per year.
- Medical Insurance: Choice of HMO and High Deductible Health Plans (HDHP), to include Kaiser, Sutter, and Western Health Advantage.
- Dental Insurance: Includes 100% of the dental plan premium for the employee and eligible dependents.
- Flexible Spending Accounts: Employees may set aside funds on a pre-tax basis to pay for eligible medical and/or dependent care expenses.
- Life Insurance: $50,000 in life insurance coverage for the employee and $2,000 for all eligible dependents. Employees have the option to buy up to $600,000 in additional life insurance coverage.
- Deferred Compensation: A deferred compensation program is available through the County 457(b) Deferred Compensation Plan. The County will match contributions to the 457(b) plan up to 1% of the monthly gross salary into a 401(a) plan as long as the contributions to the 457(b) plan are at least 1% of the gross salary continuously throughout the year.
- Retirement: The County’s Retirement plan is provided by the County Retirement Act of 1937 and is managed by the Sacramento County Employees’ Retirement System.
- Other Benefits: The County contributes $25.00 per pay period into a Retiree Health Savings Plan.