

# San Joaquin County is recruiting for:



## ASSISTANT DIRECTOR OF CHILD SUPPORT SERVICES



### THE POSITION

San Joaquin County is recruiting for an Assistant Director of Child Support Services. This position assists the Director with the organization and administration of the department, including personnel, budget and outreach activities of the agency. The ideal candidate will model a strong work ethic and leadership skills.

### THE DEPARTMENT

The Department of Child Support Services (DCSS) is responsible for establishing and enforcing paternity, child and medical support orders. The department also collects and accounts for child support payments under the Title IV-D program.

DCSS serves the public by ensuring that children receive the financial support to which they are legally entitled. DCSS serves taxpayers by working with families to become self-sufficient and recovering government-provided benefits. DCSS is committed to provide family-centered services. DCSS values diversity, team work and respect and courtesy to all.

The department is staffed with 144 employees consisting of attorneys, professional and para-professional staff, and clerical support. For the current fiscal year, the department is administering a budget of 15 million dollars.

Human Resources  
44 N. San Joaquin Street  
Third Floor, Suite 330  
Stockton CA 95202  
Phone: (209) 468-3370  
Fax: (209) 468-0508



### MISSION STATEMENT

Partnering with parents to develop cooperative family relationships and shared responsibilities.



**SAN JOAQUIN**  
— COUNTY —  
*Greatness grows here.*

### VISION STATEMENT

To contribute to a world where each child receives the financial and emotional support needed to become successful members of our community and to be a gateway to family centered services and a bridge to community resources utilizing our dynamic and highly skilled Child Support professionals.

Exempt Recruitment  
Announcement:  
0916-EL2300-EX



## EDUCATION

From preschool to higher education, the County has it covered with an abundant array of public or private opportunities to learn and grow. The University of the Pacific, California State University, Stanislaus - Stockton Center, Humphreys College and Law School, National University and the San Joaquin Delta Community College offer a wide variety of choices for educational opportunities.



The county's 17 school districts provide families with a wide choice for children's educational development.

Housing is plentiful in San Joaquin County and is affordable when compared to other nearby areas. Make San Joaquin County your new home. Housing ranges from new developments to historic homes found mostly in central Stockton and downtown Lodi.

San Joaquin County is a place where families can grow, learn, and experience the nature and beauty of the California landscape while benefiting from the unique opportunities - cultural, recreational, and educational - that the area provides.



## AGRICULTURE

The county is one of the most agriculturally rich regions in California and is the number one producer, statewide, of asparagus. Twenty-four thousand acres of county farmland is dedicated to production of this crop. In recent years, the leading crop in the county has been wine grapes, and wineries and vineyards have sprung up from Stockton to Lodi.



A land of beauty, recreation and natural riches-from the waters of the Delta to the vines of the wine, San Joaquin County has it all.

San Joaquin County boasts seven cities and some of the finest opportunities in the state for boating, fishing, camping, history-gathering, or just plain fun in the sun.

Each city, as well as the unincorporated county areas, offers a unique opportunity to enjoy natural California beauty and nature, or music, arts and culture. Whatever your interest, it can most likely be found in San Joaquin County.

## ARTS, CULTURE, AND RECREATION

The arts and culture provide a much-needed respite from everyday worries and the Haggin Museum, San Joaquin County Historical Museum, and Stockton Children's Museum are popular spots.

The Stockton Symphony, San Joaquin County Ballet, and Stockton Civic Theater provide important experiences for children and adults. The multi-cultural community offers a diversity of views and opinions in its art and culture, providing a wealth of knowledge about past and present on canvas and stage.

Over 75 languages are spoken within the region and there is richness in the blending of cultures and ways that creates an air of celebration about individual customs, foods and cultures.

San Joaquin County government provides nine community parks for boating, camping, and picnicking, swimming and organized sports.

Annual family events include the Asparagus Festival, attended by thousands of fun-seekers from the County and beyond, held in downtown Stockton.

Individual cities and communities provide a host of other opportunities, from Lodi Lake Park and Nature Area to the Woodbridge Ecological Reserve. The County-owned and operated Micke Grove Park offers a zoo, rides and an historical museum to delight both children and adults. The San Joaquin Delta is one of the area's best kept secrets and offers some of the best boating in the state: more than 1,000 miles of waterways stretching from the Stockton Harbor to north of Sacramento and offering access to the San Francisco Bay.





# Assistant Director of Child Support Services

## TYPICAL DUTIES

- ◆ Assists the Director with planning, organizing and directing the development and delivery of local child support services, including support administration and enforcement services, collection and distribution of child support, consultation, investigation, and legal support.
- ◆ Assists with directing the operations and timeliness of a complex child support accounts receivable system, including related accounting systems and state reporting systems.
- ◆ Assists with providing administrative oversight to the Human Resources functions of the Department; direct the activities of departmental staff through subordinate managers and supervisors; selects staff and evaluates performance; reviews and takes action on disciplinary matters.
- ◆ Assists with the development of operational policies and procedures; analyzes and interprets existing and proposed legislation and state policies, procedures and other directives to determine impact on operations.
- ◆ Analyzes reports and statistical data; summarizes information and prepares or supervises preparation of reports for management, state, and federal agencies.
- ◆ Assists with the coordination of the provision of services with affected agencies and other County departments.
- ◆ Attends meetings and provides recommendations on issues germane to the department.
- ◆ Assists with the direction of staff in the preparation and monitoring of departmental and state budgets; determines appropriate levels of services; analyzes services to ensure cost efficiency and adequate service levels and superior customer service.



## THE IDEAL CANDIDATE

The ideal candidate will possess:

- ◆ A Bachelor's Degree in business or public administration or closely-related field, with a Master's degree being preferred.
- ◆ Five years of experience performing duties in a public agency in an administrative or management position, preferably in a child support enforcement agency
- ◆ High level of integrity and strong sense of ethics
- ◆ Strong leadership skills, proven ability to effectively lead teams and build consensus among staff
- ◆ Experience managing and evaluating child support programs with an innovative and experienced problem solver approach to enhance performance of operations and delivery of services to customers
- ◆ A strong client focus and a solid understanding of federal and state civil and criminal laws and regulations applicable to the delivery of child support services
- ◆ Strong leadership, administrative, human resources, organizational development, work ethic and fiscal experience
- ◆ Strong analytical skills, sound judgment, and a positive attitude



**COMPENSATION PACKAGE**

**Annual Base Salary: \$93,392—\$113,526**

In addition to the base salary, the County offers:

- ◆ Cafeteria Plan in the amount of \$24,023 annually which may be used to purchase medical, dental, and vision coverage. Unused monies are included in salary.
- ◆ A 2% employer contribution to the County’s 457 Deferred Compensation Plan (valued from \$1,867 to \$2,270)
- ◆ Vacation cash-out up to 8 days annually (valued from \$2,873 to \$3,493)

**Potential Cashable Compensation:**

	Step 1	Step 5
Annual Base Salary*	\$93,392	\$113,526
2% Deferred Comp	\$1,867	\$2,270
Vacation Cash Out - 8 days annually	\$2,873	\$3,493
Cafeteria	\$24,023	\$24,023
<b>Total*</b>	<b>\$122,155</b>	<b>\$143,312</b>

- ◆ 1937 Act plan with reciprocity with CalPERS
- ◆ 125 Flex Benefits Plan
- ◆ 12 days of sick leave annually with unlimited accumulation
- ◆ 15 days of vacation leave a year (20 days after 10 years. 23 days after 20 years)
- ◆ 14 paid holidays per year
- ◆ 10 days administrative leave per year

**RECRUITMENT INCENTIVES\***

- ◆ Reimbursement of qualifying moving expenses up to \$2,000
- ◆ Vacation accrual rate consistent with candidate’s total years of public service
- ◆ Sick leave credit up to 160 hours of unreimbursed sick leave from prior employer

\*Recruitment Incentives may be available. Incentives must first be approved by the San Joaquin County Administrator.

**DESIRABLE QUALIFICATIONS**

**Education:** Graduation from an accredited college or university with a Master’s degree in public or business administration, or a closely related discipline.

**Experience:** Five years of experience performing duties in a public agency in an administrative or management position, preferably in a child support enforcement agency.

**APPLICATION AND SELECTION**

Completed application package including supplemental application must be submitted to the Human Resources Division by the final filing date:

**September 30, 2016**

**Apply Online Today:**

Website: [www.sjgov.org/departments/hr](http://www.sjgov.org/departments/hr)

Or submit your application, supplemental and resume to:

San Joaquin County Human Resources  
Attn: Kathy Parker  
44 N. San Joaquin Street Suite 330  
Stockton, CA 95202  
Tel: 209.468.3273  
Fax: 209.468.0508

If warranted by the number of applicants, applications may be reviewed by a screening panel. If utilized, the screening panel will select those most qualified to be considered for participation in selection processes.

Final candidates will be interviewed by the Director of Child Support Services. Final appointment will be conditional upon passing a pre-employment drug screen and background investigation.

*This position is exempt from the San Joaquin County Civil Service system. Appointments to exempt positions are at-will and are not governed by the Civil Service Rules.*



# Assistant Director of Child Support Services

## SUPPLEMENTAL QUESTIONS

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Please submit responses to the following questions along with your employment application to the San Joaquin County Human Resources Division. Please number your responses and address each question separately and limit one page per question. When answering the questions below related to your experience, please provide a detailed description that includes **the name of your employer, your dates of employment, and your job title.** These questions will be reviewed by the screening panel in evaluating your qualifications.

1. Please provide an overview of your administrative or management level experience in a public agency.
2. Please describe your budget experience, including the size, complexity of the budget, and level of responsibility.
3. Please describe your experience in program management, preferably Child Support program experience. Include in your answer relevant regulations, laws, and performance measures associated with managing the program.
4. Please describe your experience analyzing regulations or legislation.
5. Please describe your experience, administrative involvement and oversight of personnel functions within a public agency. Include any experience you have directly addressing staff or personnel issues.