



Health and Human Services Department

Assistant Director



Discover Placer County
Feel the Beauty
Experience the Adventure

First application review date is April 3, 2015



The Opportunity

This is an extraordinary career opportunity to join a progressive and innovative county located in scenic Northern California. Placer County is an award-winning organization and a noted leader in the field of health and human services. The County seeks to attract highly qualified candidates for consideration that bring credibility, passion and an innovative approach to the delivery of services to the community.

County Governance and Organization Structure

The County is governed by a five-member Board of Supervisors elected to four-year terms by voters within their respective districts. This governing structure has nearly all non-elected Department Heads reporting to David Boesch, the County Executive Officer. The County's budget for FY 2014/15 is \$792.5 million with a current staff of approximately 2,800.

The Department of Health and Human Services

The consolidated Department of Health and Human Services (HHS) is a mission-driven organization responsible for a broad range of public health, behavioral health and human services. HHS places people first in its continuing mission of safeguarding the health, environment, and well-being of Placer County's residents and animals. HHS consists of six Divisions, including:

- Adult System of Care, IHSS and Medical Clinics
- Children's System of Care
- Human Services

- Public Health
- Environmental Health and Animal Services
- Administration

The successful candidate for the Assistant Director position will have the exciting opportunity to work closely with the Director to lead a staff committed to expanding and enhancing client services, productivity and effectiveness through creative and innovative operational approaches and public-private partnerships. The HHS operating budget for FY 2014/15 is approximately \$176 million with 749 funded positions.

The Position

The Assistant Director of HHS is an unclassified position that reports to the Director of HHS. This position assists the Director in managing and directing all department divisions and serves as the acting Director in the Director's absence.

Other specific responsibilities of the Assistant Director include:

- Assist in the development of department goals, objectives, policies and procedures
- Identify emerging issues, assess alternative strategies and develop action plans for implementation
- Coordinate the development of a multi-year strategic plan
- Assist with the development of a department-wide management dashboard
- Assist with the development of the department's annual budget and strategic initiatives



The Position ... cont'd.

- Conduct and/or attend various public meetings to represent the interest of the department
- Represent the department to outside agencies and organizations; participate in outside community and professional groups and committees and provide technical assistance as necessary
- Coordinate the development of facilities to support department operations

The Ideal Candidate

The ideal candidate will be a decisive leader, a strong program and budget manager, and an accomplished professional with a demonstrated ability to develop innovative options to issues facing the department and the community. This effective leader will bring outstanding creativity, communication, and consensus building skills along with a track record of working collaboratively with a broad range of people and organizations reflecting a diverse cultural and economic population.

Other personal traits required for success in Placer County include:

- Strong, confident leader with a focus on employee engagement and possessing superior influential skills
- Personal commitment to a position of public trust
- Innovative, energetic, and interdisciplinary approach; able to build on Placer County's award-winning reputation with a focus on implementing new models of service delivery and leveraging resources through adaptive leadership methods and best practices

- Collaborative, exceptional relationship building skills and commitment to aggressively seek out and promote public-private partnerships with an orientation toward prevention and early intervention strategies
- Focused on community engagement and visibility as an advocate for health and human services throughout the communities of Placer County
- A leader with core values centered on outcomes, both measurable and meaningful

Ideally, candidates should have knowledge and executive level experience in the broad areas of:

- Strategic planning
- Integrated health and human service delivery systems
- Intergovernmental and community relations
- Building strategic partnerships, and
- Multiple funding sources including their limitations and how to best leverage them
- Critical analysis

A Rich History

Placer County's 150-year history began with the discovery of gold in 1848. In fact, the County took its name from the Spanish word for sand or gravel deposits that contain gold. The railroad has also been a major part of Placer County's rich history. Many towns had their beginnings in mining and evolved over the years into ranching, farming, timber communities and recreation destinations.

A Rich History... cont'd.

Placer County's strong growth and development in more recent times can, in the large part, be attributed to the relocation of high tech firms to the region in the beginning of the 1980's. The interest shown by new, expanding, and relocating companies to the County developed into a demand for substantial expansion of the available commercial and residential spaces.

Placer County and the Region

Today, Placer County represents a rapidly growing and prosperous community characterized by a healthy and mature economy, attractive business environment, and residents who benefit from a developed educational, safety and healthcare infrastructure, in addition to abundant recreational opportunities. Additionally, the County has benefited financially by the development agreement with the United Auburn Indian Community to build and subsequently expand the Thunder Valley Casino, located in Lincoln off Highway 65. Also, William Jessup University, a four-year institution, and Sierra College, a two year institution, are both located in Placer County.

The County encompasses 1,506 sq. miles (including 82 sq. miles of water) or 964,140 acres (including 52,780 acres of water) and is located 80 miles northeast of San Francisco. Total population is approximately 352,000 in both the unincorporated and incorporated (Auburn, Colfax, Lincoln, Loomis, Rocklin, and Roseville) areas of the County. It is bordered by Nevada County to the north, the State of Nevada to the east, El Dorado and Sacramento Counties to the south, and Sutter and Yuba Counties to the west.

Well known for excellent, award winning elementary and high schools, Placer County also offers a range of housing options including those on small lots, one-five acre parcels, larger horse

properties, or on property with a mix of farming opportunities.

Placer County is part of the Sacramento Region, which also includes the Counties of El Dorado, Sacramento, Sutter, Yolo, and Yuba. The government center is located in Auburn and is well positioned 30 miles northeast of Sacramento, the State Capital. San Francisco and the Bay Area are an easy drive of 90 miles by car or also serviced by Amtrak stations in Auburn and Rocklin. Napa Valley is less than an hour away from the heart of gold country.

Outdoor recreation activities in Placer County are abundant all year long and range from hiking, biking, horseback riding, to rafting on rivers, to snowshoeing and skiing – adding to a focus on an array of resort and supporting industries. Additionally, a number of vineyards and wineries have expanded throughout the County, bringing in a number of visitors and related activities. The Sierra Nevada Mountains and Lake Tahoe, parts of which are located in Placer County as well as the stunning beauty of the foothills offer an unlimited range of recreational opportunities and incredible scenery.

Minimum Qualifications

Experience – Five years of senior managerial and/or administrative experience related to planning, organizing and directing the operations of a large, complex department or agency with a wide variety of programs, services and funding sources. Experience in a Health and/or Human Services Agency is preferred.

Training – Equivalent to a Bachelor's degree from an accredited college or university with major course work in business, public administration, public health, health sciences, sociology, psychology, counseling, behavioral sciences or a related field. A Master's Degree is preferred.

PlacerGROWN





Compensation and Benefits

Salary – The annual salary range for this unclassified management position is \$139,921 - \$170,019.

Annual Leave – The County provides 100 hours of management leave to be used as time off or cash-in addition to a competitive vacation and sick leave package and thirteen (13) paid holidays per year.

Cafeteria Plan – The County provides \$2,100 per calendar year that can be taken in cash or used for unreimbursed medical expenses, unreimbursed dependent care expenses, or 401(k) plan contribution.

Deferred Compensation – Voluntary 457 and 401(k) are available through payroll deduction. The County will match one dollar for every four dollars in employee contributions made to a 401(k) account up to a maximum employer contribution of \$750.00 per employee per calendar year.

Health, Dental and Vision Insurance – Health coverage is available through CalPERS with the County paying 80% of the selected plan's total premium. Dental and Vision insurance are fully paid by the County for the employee; the employee pays the premium for dependents. Specific costs for individual plans and coverage options can be found by adding this link to your browser:

<http://www.placer.ca.gov/~media/prs/BenefitsDocumentation/OpenEnrollmentGuide2015.pdf>.

Life Insurance – A fully paid double indemnity life insurance policy of \$50,000 is provided for the employee. An accidental death policy of \$10,000 is also fully paid by the County.

Retiree Medical – Employees hired prior to January 1, 2005, received the same County medical contribution as active employees upon retirement with five years PERS service credit. Employees hired after January 1, 2005, receive

50% of the County medical contribution upon retirement with ten years PERS service credit inclusive of five years of Placer County service. Employees receive an additional 5% of the County medical contribution for each additional year of service up to 20 years.

Retirement Plans – Employees are covered by Social Security and the California Public Employees' Retirement System (CalPERS). Due to recent California Legislative action, your CalPERS Pension formula is dependent upon your hire date with Placer

Application Process

To be considered for this excellent career opportunity, please submit a completed application via the County's website at www.jobsatplacercounty.com. In addition, please submit a cover letter, an expanded resume (no more than four pages) to include a record of accomplishments, and responses to the supplemental questions to: Placer County Health and Human Services Department, 3091 County Center Drive, Suite 290, Auburn, CA 95603.

This recruitment will be open until filled. Interested candidates are encouraged to apply immediately. To be included in the first screening, complete application materials must be submitted by April 3, 2015. Appointment to this position will be contingent upon successful completion of a post-offer pre-employment background investigation, including fingerprint clearance, and physical examination.

Selection Process

An application appraisal screening will be conducted to select a reasonable number of the best-qualified candidates who will be invited to an interview. The interviews will be used to appraise the education, experience, and personal qualifications of each best-qualified applicant.

Assistant Director

Health and Human Services

Supplemental Questions

Candidates must submit a completed application via the County's website at www.jobsatplacercounty.com. In addition, please submit a cover letter, an expanded resume (no more than four pages) inclusive of your record of accomplishments and responses to the supplemental questions below to: Placer County Health and Human Services Department, 3091 County Center Drive, Suite 290, Auburn, CA 95603.

1. Detail your experience in developing, implementing, and evaluating health and human services programs. (Please give examples of successful outcomes such programs have achieved.)
2. Describe your experience in innovating or re-engineering a business process to improve client service delivery.
3. Describe your leadership style and give an example of how you have applied this to successfully lead an organization.
4. Describe how you have built effective teams; mentored, coached, and motivated staff.
5. Describe your experience working with the media, presenting to governing boards and community groups, and working with community partners.

Personnel Department
145 Fulweiler Ave., Suite 200
Auburn, CA 95603
530.889.4060

www.placer.ca.gov/Departments/Personnel.aspx

Placer County is an equal opportunity employer and is committed to an active nondiscrimination program. It is the stated policy of Placer County that harassment and retaliation is prohibited and that all employees and applicants shall receive equal consideration and treatment. All recruitment, hiring, transfer and promotion will be based on the qualifications of the individual for the positions being filled regardless of sex, sexual orientation, race, color, ancestry, religious creed, national origin, physical disability (including HIV and AIDS), mental disability, medical condition (cancer or genetic characteristics/information), age (40 or over), marital status, pregnancy, childbirth and related medical conditions, or any other classification protected by federal, state or local laws or ordinance. Please contact the Personnel Department at least five working days before a scheduled examination if you require accommodation in the examination process. Medical disability verification may be required prior to accommodation.

High Country



TO SACRAMENTO AIRPORT
TO SAN FRANCISCO
TO LOS ANGELES