

Placer County Health and Human Services Department

Invites applications for:

# HEALTH AND HUMAN SERVICES ASSISTANT PROGRAM DIRECTOR

(HHS Assistant Program Director – Environmental Health and Animal Services)



**Annual Salary: \$120,681.60 – \$150,716.80**

**\*Annual salary at appointment based on qualifications and experience.**

This recruitment will be open until filled. To apply for this outstanding career opportunity, please submit an application via the County's website at [www.JobsAtPlacerCounty.com](http://www.JobsAtPlacerCounty.com).

## 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 the County Executive Officer. The County's budget for FY 2021/2022 is nearly \$1.2 billion with a staff of approximately 2,700 funded positions.

## HEALTH & HUMAN SERVICES DEPARTMENT

The consolidated Department of Health and Human Services (HHS) is a mission-driven organization responsible for a broad range of public health, behavioral health, human services, and animal services. HHS builds health and well-being in Placer County as leaders, innovators, and partners with our community to strengthen, support and protect all who live here. HHS consists of six divisions, including:

- Administrative Services
- Adult System of Care
- Children's System of Care
- Human Services
- Public Health
- Environmental Health and Animal Services

The HHS operating budget for 2021/2022 is approximately \$248.8 million with 764 positions. Approximately 54 of these positions are allocated to Environmental Health and Animal Services.

## THE POSITION

The successful candidate for the HHS Assistant Program Director – Environmental Health and Animal Services position will have the exciting opportunity to work closely with the Deputy Director of HHS – Environmental Health and Animal Services to lead a team committed to working together with the community to promote public health by protecting the human environment, citizens, and animals of Placer County.

The work of the Environmental Health and Animal Services Division is comprehensive and wide-ranging. As a regulatory agency, Environmental Health provides quality environmental health services by administering various programs to prevent disease and injury such as the protection of groundwater and surface-water; safe storage and disposal of toxic materials;

safe sewage and solid waste disposal; protection of the consumer food supply through the monitoring of food service facilities; safety inspections of public beaches, swimming pools, and spas; safety inspections of organized camps; prevention of childhood lead poisoning; protection from dangerous housing; and monitoring the quality of water provided by small public water supply systems serving as the Local Primacy Agency (LPA). Environmental Health also serves as the Local Enforcement Agency (LEA) for Placer and El Dorado counties and is responsible for the solid waste permit and inspections program. Environmental Health works closely with County Planning reviewing, conditioning, and approving land use project components.

Animal Services is responsible for administering animal care and control programs with the goal of protecting animals and our communities. This includes rabies and other communicable disease prevention, enforcement of the County Animal Control Ordinance, enforcement of humane laws that protect animals from neglect and cruelty, reunification of lost animals with their owners, programs, and partnerships to place adoptable animals in good homes, and programs that help reduce the probability of animal overpopulation.

Animal Services operates the County Animal Shelter in Auburn. This state-of-the-art shelter includes segregated dog and cat kennels, on-site veterinary services, covered and uncovered exercise yards, integrated cleaning systems and other features to support our animals. Animal Services boasts an engaged volunteer corps of over 200 participants helping with daily animal care activities. Animal Services has service contracts with many cities in the County and has formal agreements with other animal care organizations to optimize animal services in Placer County.

The HHS Assistant Program Director – Environmental Health and Animal Services provides operational, programmatic, and personnel management for the division, which has office locations in Auburn, Tahoe City, and Truckee. This position will:

- Assist with planning, integrating, organizing, and directing the day-to-day operations of the division;
- Recommend priorities for division resource allocations;
- Exercise direct and/or indirect supervision of management, supervisory, professional, technical, and clerical personnel;
- Serve as a key member of the division management team and a proactive and positive member of the leadership team;
- Excel in customer service to the division's internal and external service customers;
- Evaluate and recommend improvements for the fiscal aspects of the department; assist with overseeing the annual budget process for the division;

- Assure that policies and procedures are implemented and followed, serving as a division policy-making member;
- Serve as Acting Deputy Director of HHS – Environmental Health and Animal Services in the absence of the Deputy Director of HHS – Environmental Health and Animal Services.

The successful candidate for this position will demonstrate the experience necessary to forge and maintain effective working relationships and partnerships with HHS – Environmental Health and Animal Services staff members, other HHS divisions, the County Executive Office, Board of Supervisors, Auditor-Controller’s Office, and other County departments.

## THE IDEAL CANDIDATE

**In addition to the minimum education and experience requirements, the ideal candidate for this management position will possess and demonstrate:**

Experience managing an organization that emphasizes cooperation, accountability, responsiveness, and ability to communicate effectively with division staff, community stakeholders, and the clients we serve. This candidate will be a strong organizational leader with management supervisory experience, budget management skills, and accomplished programmatic expertise. They will have a demonstrated ability to develop innovative approaches to service, creativity, communication, and consensus building, along with a track record of working with a broad range of people and organizations reflecting a diverse cultural and economic population. The ideal candidate will also have experience in performance evaluations and progressive discipline, human resources management, contracts management, organizational design, and change management.

## PLACER COUNTY

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. It is consistently ranked first for its quality of life and is in the top healthiest counties in California. It is also home to Sierra College and William Jessup University, with plans for two additional universities to develop in the western part of the County.

Placer County contains approximately 400,000 residents, which includes those living in the cities of Roseville, Rocklin, Lincoln, Loomis, Auburn, and Colfax, as well as unincorporated areas including the north shore of Lake Tahoe. The County 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. The County Government Center is located in North Auburn.

Well-known for excellent, award winning elementary and high schools, Placer County also offers a range of affordable housing options. Outdoor recreation activities in Placer

County are abundant all year long given its proximity to both the Sierra Nevada Mountains and Lake Tahoe. Activities range from hiking, biking, and horseback riding to river rafting, snowshoeing, and skiing.

## MINIMUM QUALIFICATIONS

**Experience**—Five years of increasing responsible experience in a public/environmental health and/or human service agency, including at least three years of administrative and management responsibility.

**Education**—Equivalent to a bachelor’s degree from an accredited college or university with major course work in business, public administration, public health, health science, sociology, psychology, counseling, behavioral sciences, or a related field.

**License or Certificate**—May need to possess a valid driver’s license as required by the position. Proof of adequate vehicle insurance and medical clearance may also be required.

### Desired:

- Experience working in an environmental health or animal care and control setting.
- Bachelor’s degree in any of the biological or physical sciences, environmental health science, chemistry, engineering, or animal science.
- For candidates with an environmental health background, registration as an Environmental Health Specialist issued by the State of California Department of Public Health.

## COMPENSATION AND BENEFITS

**Salary**—The annual salary range for this unclassified management position is \$120,681.60 – \$150,716.80.

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

**Cafeteria Plan**—The County provides \$4,000 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 401(k) is available through payroll deductions. 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.

**Education Allowance**—Tuition reimbursement is available for approved classes up to a maximum of \$1,200 per year.

**Health, Dental and Vision Insurance**—Health coverage is available through CalPERS with the County paying 80% of the selected plans total premium for employee. Dental and Vision insurance are fully paid by the County for the employee; the employee pays the premium for dependents.

**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 2, 2005, received the same County medical contribution as active employees upon retirement with five years of CALPERS service credit. Employees hired after January 2, 2005, receive 50% of the County medical contribution upon retirement with ten years of CalPERS service credit including 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). Placer County has three pension tiers for miscellaneous members: 2.5% at 55, 2% at 55 and 2% at 62. The tier an employee is placed in is dependent upon hire date and CalPERS membership date. Beginning January 1, 2013, all new hires to Placer County who have not been members of CalPERS within the last six months will generally be placed in a 2% at 62 formula. Both the employer and employee contribute 6.2% into Social Security and 1.45% into Medicare.

## APPLICATION PROCESS

To be considered for this excellent career opportunity, please submit a completed application via the County's website at [www.JobsAtPlacerCounty.com](http://www.JobsAtPlacerCounty.com)

This recruitment will be open until filled. Interested candidates are encouraged to apply immediately. To be included in the first screening, completed application materials must be submitted no later than **5:00 PM on Friday, March 11, 2022.**

Appointment to this position will be contingent upon successful completion of a post-offer pre-employment background investigation, which may include a fingerprint clearance and medical 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.

For additional information about Placer County please visit the website at [www.placer.ca.gov](http://www.placer.ca.gov).



Thank you for your interest in employment with Placer County. 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, discrimination and retaliation are prohibited and that all employees, applicants, agents, contractors, and interns/volunteers shall receive equal consideration and treatment. All terms and conditions of employment, including but not limited to recruitment, hiring, transfer and promotion will be based on the qualifications of the individual for the positions being filled regardless of gender (including gender identity and expression), sexual orientation, race, color, ancestry, religion, national origin, physical disability (Including HIV and AIDS), mental disability, medical condition (cancer or genetic characteristics/information), age (40 or over), marital status, military and/or veteran status, sex (including pregnancy, childbirth and related medical conditions), or any other classification protected by federal, state, or local law. Please contact the Human Resources Department at least 5 working days before a scheduled examination if you require accommodation in the examination process. Medical disability verification may be required prior to accommodation.

### HUMAN RESOURCES DEPARTMENT Equal Opportunity Employer

145 Fulweiler Avenue, Suite 200  
Auburn CA 95603  
Main Telephone: (530) 889-4060  
[www.JobsAtPlacerCounty.com](http://www.JobsAtPlacerCounty.com)

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