

**San Joaquin County
Invites Applications for**

**DIRECTOR OF
HUMAN SERVICES AGENCY**



**Accepting
Applications
Through Friday
October 10, 2014**



The Community

With a population of approximately 700,000 residents San Joaquin County is a dynamic, multi-ethnic and multi-cultural community situated along the San Joaquin Delta that connects to the San Francisco Bay with the Sacramento and San Joaquin Rivers. San Joaquin County is located 90 miles east of San Francisco and 45 miles south of Sacramento.

San Joaquin County offers an excellent quality of life for its residents with a number of residential communities offering affordable housing. The County offers extensive recreational opportunities including boating, fishing, theater, dance and many cultural and entertainment activities.

The County is comprised of seven incorporated cities including Stockton, Lodi, Tracy, Manteca, Lathrop, Ripon, and Escalon.

San Joaquin 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 are dedicated to production of this crop.

The County

San Joaquin County is a general law County, governed by a five-member Board of Supervisors. The County provides a variety of services to its estimated 700,000 citizens. The County was first organized in 1850. The County provides services ranging from shelter and housing programs, road maintenance, law enforcement, public safety, economic development and healthcare.

San Joaquin County is fully committed to the mission of providing the highest quality of customer service, engaging citizen participation, and delivering an efficient and cost effective government.

The County has an operating budget of \$1.3 billion in fiscal year 2014-15 and has a workforce of around 6,500 employees. There are 26 departments, six of which are elected offices within the organization.

The Agency

The Human Services Agency meets the needs of the community and empowers clients through accessible and responsive services. The department strives to protect vulnerable children and adults and to promote maximum independence and well-being for individuals and families in the community. The Agency places strong emphasis with coordination and outreach with cities, school districts, special districts, non-profits and other agencies.

Our mission is to lead in the creation and delivery of services that **improve the quality of life in our community.**

The Human Services Agency employs 1,300 individuals and has an annual operating budget of \$371M. There are five operating divisions within the Agency which determine eligibility for and deliver human services in accordance with state and federal regulations.

◆ **Administrative Services Bureau**

Administrative Services supports services throughout the Agency and includes functional areas such as Policies and Procedures; Staff Development and Training; Information Systems; Fiscal and Accounting; Quality Control; Fair Hearings; Benefit Recovery; Collections; Personnel; Reception and Benefit Issuance and Staff Support.

◆ **Adult and Community Services Bureau**

Adult and Community Services Bureau provides mandated services to abused, neglected, exploited, and/or disabled adults to prevent or reduce inappropriate institutional care when no other form of care is appropriate, and to help individuals achieve and maintain the highest level of independence, self support, and self sufficiency with their range and scope of their capabilities.

◆ **Child Welfare Services Bureau**

Child Welfare Services (CWS) is responsible for services that ensure the safety, permanency, and well-being of children who have been abused or neglected. Major programs included Child Abuse Prevention; Emergency Response; Family Preservation; Family Maintenance; Family Reunification; Permanent Placement; Adoption, and Independent Living.

◆ **Employment and Youth Services Bureau**

Employment and Youth Services provides employment, education, and training services under the CalWORKs program. To compliment ongoing Welfare-to-Work services, a partnership between the Greater Stockton Chamber of Commerce and the County's Employment and Economic Development Department was formed leading to development of Stockton Apprenticeship Program, a subsidized employment program for CalWORKs participants. The bureau also includes the Mary Graham Children's Shelter, First Five and the Head Start Program.

◆ **Income Maintenance Bureau**

The Income Maintenance Bureau determines, issues, and maintains the correct and timely federal and State mandated benefits for the CalWORKs, CalFresh, Medi-Cal, General Assistance, Foster Care, and Refugee Assistance Programs.

The Position

The Director of Human Services Agency is an executive-level at-will position that receives direction from the Board of Supervisors and the County Administrator. The position provides administrative oversight and strategic direction for the Human Services Agency and acts in the leadership role of setting administrative policies and priorities for the Agency.

Specific responsibilities include:

- ◆ Plans, organizes, administers, coordinates, reviews, and evaluates day-to-day operations of the Agency through multiple levels of management and supervision.
- ◆ Formulates budget guidelines and controls program activities within budgetary limits and policies; coordinates and directs the preparation and administration of multiple, complex budgets with the County Administrator and the Board of Supervisors.
- ◆ Identifies long- and short-range human service needs and resource requirements, and develops policies and programs to assess and meet the community needs.
- ◆ Establishes appropriate service and staffing levels for assigned areas; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; allocates resources accordingly.
- ◆ Directs the development and implementation of operational policies and procedures; analyzes and interprets existing and proposed legislation as well as various regulations, policies, procedures, and other directives to determine impact on operations.

- ◆ Attends meetings of the Board of Supervisors and provides recommendations on program policy areas; acts as liaison between the Board of Supervisors, the department, governmental agencies, and various special interest groups.
- ◆ Coordinates standards for implementation and ongoing compliance with mandated federal and state legislative policies across divisions.

The Ideal Candidate

The ideal candidate is an experienced organizational leader who is masterful at leveraging the technical expertise of internal and external resources and is a proven professional who takes initiative, is results-oriented, builds positive relationships, develops others, is diplomatic and an excellent communicator. The Director will manage competing demands, have a passion for public service, desire to serve the most vulnerable, and be dedicated to supporting the dignity of social, ethnic and cultural values. The Director should possess interpersonal strengths that demonstrate the ability to be fiscally responsible, treat others with respect and dignity, exhibit an ethical and fair philosophy, provide innovative and quality public services, and is a positive role model to others.

Opportunities and Challenges

The Human Services Agency is a dynamic, robust, and multi-faceted organization that has built an effective partnership with the community, government entities, and stakeholders to provide quality services to the public. This is an excellent opportunity for a proven leader to continue to reshape and enhance human services to the most needy and vulnerable in the region.

The selected individual will be tasked to focus on the following priorities:

- ◆ Evaluate and ensure staffing level is adequate to meet federal and state regulations while being fiscally responsible.
- ◆ Build collaborative and trusting relationships with staff, boards and commissions, labor, community organizations and other government agencies.
- ◆ Establish and evaluate measurable standards for reviewing success of programs, services, and systems.
- ◆ Monitor and evaluate the ongoing implementation of the Affordable Care Act.





Compensation Package

Annual Base Salary: \$152,110— \$184,891

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 provided as salary
- ◆ A 5% employer contribution to the County’s 457 Deferred Compensation Plan (valued from \$7,605 to \$9,244)
- ◆ Vacation cash-out up to 15 days annually (valued from \$8,776 to \$10,667)
- ◆ An annual car allowance of \$7,020

Potential Cashable Compensation:

	Step 1	Step 5
Annual Salary	\$152,110	\$184,891
5% Deferred Comp	\$7,605	\$9,244
Vacation Cash Out - 15 days annually	\$8,776	\$10,667
Annual Car Allowance	\$7,020	\$7,020
Cafeteria	\$24,023	\$24,023
Total	\$199,534	\$235,845

- ◆ 1937 Act retirement plan with reciprocity with CalPERS
- ◆ Section 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

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.

Desirable Qualifications

Candidates invited to participate in the screening and selection process will possess a combination of education and experience equivalent to:

- ◆ Master’s degree in business administration, public administration, social work, social science, or related field.

AND

- ◆ Seven years of senior-level management experience with comprehensive responsibility for a major public social service program.

Application and Selection

For more information or to apply online, please go to:

www.sjgov.org/hr

Completed application package including the supplemental application may be obtained from and submitted to:

San Joaquin County Human Resources

Attn: Lori Freitas

44 N. San Joaquin Street Suite 330

Stockton, CA 95202

Tel: 209.468.3273

Fax: 209.468.0508

A screening panel may be used to interview the most qualified candidates. Interviews are tentatively scheduled for the week of **October 13, 2014**.

Final candidates will be interviewed by the County Board of Supervisors in a closed session interview on **November 4, 2014**.

A background investigation will be required for all final candidates. Final appointment will be conditional upon passing a drug screening test as well as DOJ Live Scan fingerprinting.

Recruitment Incentives*

- ◆ Reimbursement of qualifying moving expenses up to \$5,000
- ◆ 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.*





Supplemental Questions

Please submit responses to the following questions and submit them 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 detailed description that includes **the name of your employer, your dates of employment, and your job title.** These questions will be reviewed in evaluating your qualifications.

- Provide a summary of your senior-level management experience with comprehensive responsibility for major public social service programs. Provide an organization chart which illustrates your reporting duties including to whom you report, who reports to you, and the classification, number of reports, and size of organization.
- Describe your budget experience, including the size, complexity of the budget, and your level of responsibility.
- Describe your experience analyzing current and potential legislation and your experience working with representatives from local and state agencies as well as law makers in State and Federal Government.
- Describe a specific experience you have had with strategic planning, strategic process management, and/or streamlining processes for efficiencies. Provide a specific example of a time when you implemented or used strategic planning.
- Describe your experience presenting information, both orally and in writing to Boards and Commissions.
- Describe your plans and goals for the first six months in the role as Director of Human Services Agency if you were appointed.

