



# County of Santa Cruz

*Invites you to apply for the position of*

## **Assistant Health Services Agency Director**

**\$153,442 – 205,670 Annually**



*Beautiful Coastal Community*

*Mediterranean Climate*

*Excellent Quality of Life*

This recruitment is continuous with an initial screen date of Monday, December 31, 2018

## The Position

The **Assistant Health Services Agency Director** is an innovative leader with a strong background in clinical programs, policy, and healthcare administration. In this role you will assist in the planning, administering, managing, and monitoring of core programs and services for Health Services Agency (HSA). The incumbent serves as back-up to the Health Services Agency Director and brings solid working knowledge of core public service programs. As the second in command at HSA, you may work directly with State and Federal government agencies, the Board of Supervisors, the County Administrative Office and key community health partners to promote and protect the health of our vibrant community.

The Health Services Agency is one of the largest departments in Santa Cruz County with over 550 employees and partners with numerous non-profit and for-profit community agencies to provide a full spectrum of critical services to our residents. HSA directly provides primary care and specialty health care services in three Federally Qualified Health Centers. HSA includes:

- Laboratories, radiology services, community mental health and substance use disorder services
- Environmental health services
- Public health services including emergency medical services

This position is at-will and is not subject to civil service rules. The Assistant Health Services Agency Director is appointed by and reports to the Health Services Agency Director.

## The Community of Santa Cruz

Stunning Santa Cruz County has approximately 270,000 residents and is situated in the northern area of Monterey Bay, 70 miles south of San Francisco and 35 miles southwest of the Silicon Valley. The County's natural beauty is apparent in its pristine beaches, lush redwood forests, and rich farmland. The County enjoys an ideal Mediterranean climate with low humidity and approximately 300 days of sunshine a year. The area's unique shops and restaurants, coupled with a multitude of cultural and recreational activities, including theatre, music, art as well as golfing, surfing, hiking, and biking, offer a wealth of leisure activities. There are numerous local higher education institutions including Cabrillo College and the University of California, Santa Cruz, with two additional State Universities less than an hour away. These elements make Santa Cruz County an incredible place to **live**, **work**, and **play**!

## Ideal Candidate Profile

- Passionate and committed to public service, public health and our beautiful community
- A thoughtful, analytical and reflective thinker who understands the community-based impacts of various organizational decisions
- Adaptable and highly responsive to organizational change
- An engaged leader that thrives in a collaborative and team-oriented environment
- Effective interpersonal and communication skills
- A strong background in budget, management and administration

## Qualifications

Any combination of training and experience that would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

A Bachelor's degree from an accredited college or university with a major in business administration, public administration, hospital administration, health care administration, public health administration or a closely

related field **AND** four years of extensive budgetary, administrative and management experience that demonstrates application or possession of the knowledge and abilities listed below.

Strongly desired qualifications may include:

- An extensive clinical background
- A graduate degree in a health-related field
- Direct government experience
- Possession of any one of the following license/certificates: Clinical Psychologist; Registered Nurse; Public Health Nurse; Licensed Clinical Social Worker; Medical Doctor; Doctor of Osteopathic Medicine; Marriage and Family Therapist; Registered Environmental Health Specialist; or Certified Alcohol & Drug Counselor.

**Special Requirement:** Possession and maintenance of a valid California Class C Driver License or the employee must be able to provide suitable transportation which is approved by the appointing authority.

**Knowledge:** Thorough knowledge of the principles and practices of organization and management; local government organization and operations and inter-relationships between county government, federal, state and local governments and community organizations. Working knowledge of the principles and practices of governmental budgeting; grant applications and contracts; effective principles and practices of personnel management; goals and objectives of healthcare and health prevention and promotion programs; goals and objectives of health finance and insurance programs; health planning, basic community health needs and public and private community health resources; and the principles and practices of health system budgeting. Some knowledge of data processing systems; health information technology, health privacy issues, and health related laws such as California Welfare and Institutions Code.

**Ability to:** Assist in planning, organizing, and directing an agency with diverse and complex activities to meet established goals and objectives; establish and maintain effective working relationships with government officials and agencies, boards, commissions, civic leaders, community organizations and the public; interpret and explain agency or department policy and program practices to the public, staff and other public officials; comprehend and interpret complex regulations, laws and directives; exercise initiative, ingenuity and sound judgment in solving difficult and complex administrative, managerial and technical problems; prepare and present accurate, comprehensive and concise oral and written reports and direct management and other subordinate staff.

## The Application Process

**Candidates must submit a County application and supplemental questionnaire.** While we are accepting applications continuously, we strongly encourage interested candidates to submit their application by **Friday, December 28, 2018** in order to be considered for this position. The completed application packet should be received online at [www.santacruzcountyjobs.com](http://www.santacruzcountyjobs.com) or received in the Personnel Department, 701 Ocean Street, Rm. 510, Santa Cruz, CA 95060. For more information please call Employment Services Manager Nisha Patel at (831) 454-2600. Hearing Impaired TDD/TTY: 711. If you have a disability that would require an accommodation, please call (831) 454-2600. Santa Cruz County is an Equal Opportunity Employer.

## Tentative Schedule

Initial Filing Date:	Friday, December 28, 2018
Tentative Initial Review of Applications*:	Week of December 31, 2018
Advisory Panel Interviews:	Week of January 21, 2019
Anticipated Appointment:	February of 2019

\*While we are accepting applications continuously, we strongly encourage interested candidates to submit their application by the initial filing date in order to be considered for this position. The County of Santa Cruz reserves the right to amend this tentative timeline as needed based on business needs and the applicant pool.

### **SUPPLEMENTAL QUESTIONNAIRE**

The supplemental questions are designed specifically for this recruitment. Applications received without the required supplemental information will be screened out of the selection process. Employment experiences referred to in your response must also be included in the Employment History section of the application.

**Please answer the question(s) below as completely and thoroughly as possible, as your answer(s) may be used to assess your qualifications for movement to the next step in the recruitment process.**

1. Describe your clinical and/or program experience in development or delivery of publicly funded healthcare services. Provide specific examples of career achievements.
2. Describe your management, administrative and budgetary experience. Include the total budget and number of staff you have managed. Include how you promote staff morale, employee engagement and define success in the health services field.
3. Highlight your experience working with State and Federal government agencies, elected bodies such as board of supervisors, and community health partners.

### **Highlighted Benefit Offerings**

#### ***Medical, Dental, and Vision***

Various, robust plans are available with the County contributing generously towards the total cost of the plans.

#### ***Retirement and Social Security***

Pension formula 2% at age 60 or 2% at age 62 as determined based on provisions of the CA Public Employees' Pension Reform Act of 2013 (PEPRA). Pension benefit determined by final average compensation of three years. County participates in Social Security.

#### ***Life Insurance and Long-Term Disability Plan***

County paid \$50,000 term life insurance policy. Employees may purchase additional life insurance. The County pays for a long-term disability plan that pays 66 2/3 % of the first \$13,500, up to \$9,000 per month maximum benefits.

#### ***Administrative Leave***

In addition to competitive vacation and sick leave accruals, the County provides an initial credit of one week of administrative leave at the time of appointment, plus an additional two weeks of administrative leave accrued each year. Administrative leave balance may be cashed out or used as time off.

