

# COUNTY OF SANTA CRUZ

INVITES YOU TO APPLY FOR THE POSITION OF

## DEPUTY DIRECTOR of PERSONNEL

\$132,018 – 176,821 Annually



Beautiful Coastal Community  
Mediterranean Climate  
Excellent Quality of Life



**Application Deadline: Friday, January 18, 2019**

## The Position

The Deputy Director of Personnel partners with the Personnel Director in planning, organizing, and directing the County of Santa Cruz Personnel Department and its divisions in achieving divisional and departmental objectives. This position acts as Director in the absence of the Personnel Director and is responsible for managing the day-to-day operation of the Personnel Department. Oversight responsibility includes recruitment, selection, benefits, salary administration, classification, negotiations, employee relations, training, workers' compensation and risk management. The department also provides staff support to the Civil Service Commission, Equal Employment Opportunity Commission, Commission on Disabilities, Women's Commission, and the Mobile and Manufactured Home Commission.

Projects/Initiatives Include:

- Evaluating personnel programs, policies, and procedures
- Maintaining compliance with Federal and State laws in the administration of programs
- Engaging departmental efforts to align with the County-wide Strategic Plan

## 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**!

## Summary of Qualifications

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

- Five years of increasingly responsible professional personnel experience with two years of experience supervising professional staff. A minimum of three years of the above experience must have been in a public agency. A four-year degree from an accredited university with an emphasis in Public Administration, Personnel, Employment Law or related field may be substituted for one year of experience.

### **Special Requirements:**

- Possess and maintain 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 employee relations, personnel administration, contract implementation and labor negotiations; the principles, practices, and techniques of effective management. Working knowledge of the principles of recruitment, testing, classification, and pay and job analyses; equal employment opportunity regulations and laws; Federal, state, and local laws and regulations affecting public personnel administration; the principles of supervision and training; the application of data processing to personnel programs; training programs, and budget preparation and administration.

**Ability to:**

Plan, organize, manage, and evaluate personnel programs; supervise, train, schedule, and evaluate the work of professional, technical, and clerical staff; understand, interpret, explain and apply laws, rules, regulations, MOUs, and policies and procedures; negotiate mutually satisfactory solutions to problems; define problems; collect, interpret, and evaluate data; develop solutions to problems; establish a cooperative and credible working relationship with others; develop and evaluate improvements to ensure the effective and efficient delivery of personnel services to departments, employees, and the public; coordinate functions among divisions; prepare clear and concise written reports and make effective oral presentations; plan, organize, and/or prepare research and statistical studies; operate a computer to input and analyze data; periodic after-hours work as needed.

**The Application Process**

Apply online at [www.santacruzcountyjobs.com](http://www.santacruzcountyjobs.com) or mail/bring an application and supplemental questionnaire to: Santa Cruz County Personnel Department, 701 Ocean Street, Room 510, Santa Cruz, CA 95060. For information, call (831) 454-2600. Hearing Impaired TDD/TTY: 711. Applications will meet the final filing date if received: 1) in the Personnel Department by 5:00 p.m. on the final filing date or 2) submitted online before midnight of the final filing date.

The list established from this recruitment will be used to fill the current vacancy and future vacancies during the life of the list.

Women, minorities and people with disabilities are encouraged to apply. If you have a disability that requires test accommodation, please call (831) 454-2600 or TDD/TTY: 711 for hearing impaired.

To comply with the 1986 Immigration Reform and Control Act, Santa Cruz County verifies that all new employees are either U.S. citizens or persons authorized to work in the U.S.

Some positions may require fingerprinting and/or background investigations.

**Tentative Schedule**

Application Deadline:	Friday, January 18, 2019
Review of Qualifications & Competitive Screening:	Week of January 21, 2019
Anticipated Oral Board Examination:	Week of February 4, 2019
Anticipated Selection Interviews:	Week of February 11, 2019
Anticipated Appointment:	Approximately March 2019

\*You may be required to compete in any combination of written, oral and/or performance examination or a competitive evaluation of training and experience as described on your application and supplemental questionnaire. You must pass all components of the examination to be placed on the eligible list. The examination may be eliminated if there are ten or fewer qualified applicants. If the eligible list is established without the administration of the announced examination, the life of the eligible list will be six months and your overall score will be based upon an evaluation of your application and supplemental questionnaire.

## 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 questions below as completely and thoroughly as possible, as your answers may be used to assess your qualifications for movement to the next step in the recruitment process.**

1. Describe in detail your experience in each of the following areas: personnel recruitment and selection, classification and compensation, contract negotiations, grievances and discipline, risk management, employee benefits, equal employment opportunity, and general personnel administration.
2. Describe your experience working with elected boards, appointed commissions, department heads and government agencies.
3. Describe your method of staff development and supervision, including your approach to work delegation, performance evaluations, employee discipline and training.

## 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. Qualified individuals may be eligible for relocation assistance up to \$10,000 based on actual expenses.

