

COUNTY OF SANTA CRUZ

INVITES YOU TO APPLY FOR THE POSITION OF

Assistant Human Services Department Director

\$145,704 – 195,270 Annually



**Beautiful Coastal Community
Mediterranean Climate
Excellent Quality of Life**



Application Deadline: Monday, November 13, 2017

HUMAN SERVICES DEPARTMENT AND THE POSITION

The County of Santa Cruz is seeking an experienced leader to serve as the Assistant Human Services Department (HSD) Director. The Assistant HSD Director assists the Human Services Department Director who is responsible for an annual operational budget of approximately \$130 million and oversees a staff of approximately 550 serving the community through one of four divisions: Adult and Long Term Care Services Division; Employment and Benefit Services Division; Family and Children's Services Division and Administrative Services Division. The Assistant HSD Director is an at-will position which serves at the pleasure of the Human Services Department Director and is not subject to civil service rules.

The Human Services Department provides a broad array of social service programs and issues entitlement assistance payments designed to protect the vulnerable, promote self-sufficiency, alleviate poverty and improve the quality of life for residents of Santa Cruz County. The Department provides safety net services to meet the basic needs of individuals and families, ensures the protection of children, the elderly and dependent adults, and also provides job search assistance and job training opportunities to help job seekers become self-sufficient. The Department is founded on the values of excellent service, compassion, integrity, partnerships and effective practice. The Human Services Department is dedicated to making a difference!

SUMMARY OF QUALIFICATIONS

This position requires a bachelor's degree from an accredited college or university with a major in human services administration, public administration, social work, business administration, psychology, behavioral science, 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.

- 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
- Working knowledge of the goals and objectives of social service and income maintenance programs; goals and objectives of employment and training programs; social planning, basic community needs and public and private community resources; principles and practices of human and social services budgeting
- Some knowledge of data processing systems; information systems utilized by the department, confidentiality/privacy issues, and human services laws such as the California Welfare and Institutions Code and the Social Security Act
- 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
- Direct management and other subordinate staff



View our video with highlights of who we are and what we do at the Human Services Department:

<https://youtu.be/uAfCTaMO-uk>



IDEAL CANDIDATE

- Possess strong background in human services
- Strategic thinker with a systems perspective
- Politically astute
- Dynamic team leader

THE COUNTY OF SANTA CRUZ

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. It has an ideal Mediterranean climate with low humidity and approximately 300 days of sunshine a year. Its 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. Higher education includes Cabrillo College and the University of California, Santa Cruz, with two additional State Universities less than an hour's drive away. These elements of high quality living make Santa Cruz County one of California's most desirable living areas.



SUPPLEMENTAL APPLICATION QUESTIONS

Please respond to the following questions using no more than one page per question.

1. Describe your experience managing Human Services Programs. Include budget size and number of employees you managed.
2. Describe your experience working within a unionized environment. Include your experience working with labor groups and describe a specific issue you successfully worked through with a labor group.
3. Describe a specific example demonstrating your ability to work with multiple stakeholders on a key issue.

THE APPLICATION PROCESS

Candidates must submit a County application and answers to the supplemental questions. The completed application packet must be received online at www.santacruzcountyjobs.com before midnight or received in the Personnel Department, 701 Ocean Street, Rm. 510, Santa Cruz, CA 95060 by 5:00 p.m. on **Monday, November 13, 2017**. 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.

TENTATIVE SCHEDULE

Application Deadline:	Monday, November 13, 2017
Review of Qualifications & Competitive Screening:	Week of November 13, 2017
Advisory Panel Interview:	Week of December 11, 2017
Anticipated Appointment:	January 2018

BENEFITS

Medical, Dental, and Vision

Medical coverage is available through CALPERS with the County paying a majority portion of the cost for the employee and dependents. The cost of the dental plan is entirely County-paid for employees and dependents. The County pays for the cost of an employee vision plan and the employee may purchase dependent coverage.

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. Long Term Disability Plan pays 66 2/3% of the first \$13,500, up to \$9,000 per month maximum.

Administrative Leave and Relocation Assistance

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.

The County of Santa Cruz is an Equal Opportunity Employer committed to building a diverse workforce.

