



County of Santa Cruz

Invites you to apply for:

Assistant Director– Health Services Agency

\$166,858 – 223,642 Annually

Beautiful Coastal Community

Mediterranean Climate

Excellent Quality of Life

APPLICATION FINAL FILING DATE: Monday, April 17,

The Position:

The County of Santa Cruz is seeking an innovative leader with a strong background and proven capabilities in improving the health of communities. This includes work through the strategic planning and delivery of publicly funded programs that reduce disparities and improve community health.

The Assistant Health Services Agency Director will assist in leading one of the largest county departments with an annual budget of approximately \$250M and a workforce of nearly 750 employees. The Assistant Director will assist the Director in the planning, administration, and management for the Health Services Agency (HSA) divisions of Administration, Behavioral Health, Clinics, Environmental Health and Public Health. As the second in command at HSA, this position:

- Promotes an environment that shapes and enhances positive health outcomes for individuals, families, and communities.
- Works to provide access to the public with appropriate and effective expenditure of public resources to serve those with the greatest needs.
- Provides leadership to reduce environmental health, clinical health, and mental health disparities among vulnerable and underserved communities to achieve health equity throughout Santa Cruz County.
- Serves a critical role in enhancing public health emergency preparedness and response, including serving as command staff for the HSA Department Operations Center.

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:

The new Director for the HSA will have an excellent opportunity to positively impact both the organization and community in this multifaceted role. The Assistant Director reports to the Agency Director and will oversee the divisions of Behavioral Health, Public Health, Environmental Health and the FQHC's that collectively include 750 of the Agency's employees. In addition, they will have demonstrated:

- An established track record in advancing health equity.
- Experience or an understanding of the administration of local health jurisdiction, behavioral health, public health, environmental health and clinic programs and services, including emergency preparedness and response activities.
- Demonstrated familiarity with principles of continuous quality improvement.
- Proven ability to recruit, manage and retain top-level managers who function effectively as a team.

- Experience with a broad range of publicly funded health and human service programs.
- Knowledge and executive level experience in the broad areas of:
 - Strategic planning
 - Integrated health and human service delivery systems
 - Intergovernmental and community relations
 - Building strategic partnerships
 - Leveraging and managing multiple public and private funding sources to achieve long range strategic goals.

The knowledge and skills above would complement the following qualities:

- Passionate and committed to public service, public health, and the community.
- A thoughtful, analytical, and reflective thinker, understanding of 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 public health, nursing, public administration, health care administration, public health administration or a closely related field (e.g., business administration, hospital administration, etc.) **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 include:

- An extensive background in the practice of public health and/or clinical services
- A graduate degree in public health or health-related field
- Local health jurisdiction experience in California

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 County of Santa Cruz invites you to apply:

Apply online at 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 more information, please call Nisha Patel, Employment Services Manager or Teresa Carrillo, Personnel Analyst at (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, 2) submitted online before midnight of the final filing date.

Women, minorities, and people with disabilities are encouraged to apply. If you have a disability that requires test accommodation, please call (831) 454-2600.

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

Tentative Schedule

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|----------------------------|------------------------|
| Final Filing Date: | Friday, April 7, 2023 |
| Review of Qualifications: | Week of April 10, 2023 |
| Advisory Panel Interviews: | Mid April, 2023 |
| Selection Interviews | May, 2023 |
| Anticipated Appointment: | June of 2023* |

*Start date to be determined by negotiation.



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.

Note: 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. Please limit your responses to one page per question.

1. Describe your experience in development or delivery of publicly funded equitable 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.

The County of Santa Cruz offers a competitive and comprehensive salary and benefits package. The excellent benefits package includes:

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.

A dark blue banner for the County of Santa Cruz Personnel Department. On the left is the official seal of the County of Santa Cruz, featuring a bear, mountains, and a river, with the text 'THE COUNTY OF SANTA CRUZ' and '1850'. In the center, the text reads 'County of Santa Cruz Personnel Department' followed by the address '701 Ocean Street, Room 510 Santa Cruz, CA 95060', the phone number '831.454.2600', and the website 'www.santacruzcountyjobs.com'. On the right is the 'Santa Cruz County PERSONNEL' logo, which includes three colored dots (orange, green, blue).

LIVE Here

WORK Here

PLAY Here

23-SP8-01