

# THE COUNTY OF SANTA CRUZ

ANNOUNCES AN EMPLOYMENT OPPORTUNITY FOR

## DIVISION DIRECTOR – SOCIAL SERVICES PROGRAMS

Open and Promotional

JOB # 16-SP6-01

Salary: \$9,667 – 12,958 / Month

### SUPPLEMENTAL APPLICATION REQUIRED

**LAST DATE TO APPLY: Friday, January 29, 2016**

**THE JOB:** The Human Services Department is seeking a dynamic and customer service-oriented person to fill the senior management position of Director of the Adult and Long Term Services Division. This position reports to the Human Services Department Director and is responsible for the administration of key adult-related programs including Veterans Services, Adult Protective Services, In-Home Support Services and the Public Authority. The Division Director also plays a key role in the implementation of the County's Strategic Plan to End Homelessness. The eligible list established from this recruitment will be used to fill the current vacancy and may be used to fill other vacancies in this classification during the life of the eligible list.

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

Three years of responsible administrative or management experience that would demonstrate application or possession of the required knowledge and abilities listed below. A Master's Degree in Business or Public Administration, Social Services, Social Work, or closely related field (may include Public Health or Nursing), may be substituted for one year of the required experience.

**SPECIAL REQUIREMENTS:** Possession 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 program planning, administration, coordination and evaluation; principles and practices of public administration; functions and services of the assigned division's programs; principles and practices of supervision, training and personnel management. Working knowledge of local government organization and operations and of the interrelationships between County, Federal and State government and community organizations concerned with the delivery of the division's services; community needs and public and private community resources providing services related to the division's programs; budgeting and fiscal control, especially pertaining to the division's programs; administrative problems and issues involved in the operation of a large division and agency; laws and regulations pertaining to the division's programs; current developments and trends in the assigned division's services; grant proposal writing and legislative processes related to developing funding sources. Some knowledge of the application of data processing to program operations and contracts negotiation and administration.

**Ability to:** Plan, organize, and direct, through subordinate managers and supervisors, the activities of a large staff engaged in the administration of the division programs; exercise initiative, ingenuity, and sound judgment to solve difficult administrative and personnel problems; analyze, interpret, and explain complex regulations, laws, court decisions and directives affecting division programs; evaluate programs; express division positions effectively in oral and written form; develop and coordinate functions among division, departments and agencies; establish and maintain effective working relationships with others; interpret and explain division operations and programs to other departments, agencies and community groups; speak effectively before

---

Personnel Department, 701 Ocean Street, Room 310, Santa Cruz, CA 95060

Apply online at: [www.santacruzcountyjobs.com](http://www.santacruzcountyjobs.com)

EQUAL OPPORTUNITY EMPLOYER

groups; prepare and monitor contracts and budgets; provide professional consultation and program leadership; train and orient staff; develop, negotiate and monitor funding sources.

**THE EXAMINATION:** Your application and supplemental application will be reviewed to determine if you have met the education, experience, training and/or licensing requirements as stated on the job announcement. If you meet these criteria and are one of the best qualified, you may be required to compete in any combination of written, oral and/or performance examinations or a competitive evaluation of training and experience as described on your application and supplemental application. 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 application. If during those six months it is necessary to administer another examination for this job class, you will be invited to take the examination to remain on the eligible list.

**HOW TO APPLY:** Apply online at [www.santacruzcountyjobs.com](http://www.santacruzcountyjobs.com) or mail/bring an application to: Santa Cruz County Personnel Department, 701 Ocean Street, Room 310, Santa Cruz, CA 95060 or Personnel Department, 1430 Freedom Blvd., Suite 101, Watsonville, CA 95076. For information, call (831) 454-2600. Hearing Impaired TDD# (831) 454-2123. 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. **Following a review for minimum qualifications, applicants who are selected to move forward in the recruitment process will be notified that they must submit a completed conviction history questionnaire in order to continue to the examination phase of the process.**

**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.

Some positions may require fingerprinting and/or background investigation.

**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 responses must also be included in the Employment History section of the application. Your response to each question should be limited to one single-spaced, typewritten page.**

1. Describe your specific leadership experience and role in the planning, development and implementation of a project that required integration and collaboration with multiple internal and external entities. Specify the challenging issues you met and how you resolved them.
2. Briefly state what you believe to be the three most critical issues facing public human services in the next three years.
3. For each relevant position listed on your application, please provide specific information that clearly describes:
  - a. Your functional area of responsibility
  - b. The size and type of each organization
  - c. The number and level of staff managed
4. Describe your experience in the management and direction of staffing resources in a human services organization. Describe the specific activities you performed, such as hiring decisions, disciplinary actions, work performance evaluations and determining caseloads.

**EMPLOYEE BENEFITS:**

**VACATION** – 16 days 1<sup>st</sup> year, increasing to 31 days per year after 15 years service. Available after 1 year service.

**ADMINISTRATIVE LEAVE** – One week advanced upon appointment; two weeks accrued each year; can be taken in cash or time off.

**HOLIDAYS** – 12.5 paid holidays per year.

**SICK LEAVE** – Six days per year; after 6 months.

**BEREAVEMENT LEAVE** – 3 days paid in California, 5 days paid out-of-state.

**MEDICAL PLAN** – The County contracts with PERS for a variety of medical plans. For most plans, County contributions pay a majority of the premiums for employees and dependents.

**DENTAL PLAN** – County pays for employee and dependent coverage.

**VISION PLAN** – County pays for employee coverage. 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 pays a portion of retirement contribution and participates in Social Security.

**LIFE INSURANCE** – County paid \$50,000 term policy. Employee may purchase additional life insurance.

**LONG TERM DISABILITY PLAN** – Plan pays 66 2/3% of the first \$13,500, up to \$9,000 per month maximum.

**DEPENDANT-CARE PLAN** – Employees who make contributions for child or dependent care may elect to have their contributions made utilizing “pre-tax dollars.”

**H-CARE PLAN** – Employees who pay a County medical premium share of cost may elect this pre-tax program.

**HEALTH CARE FLEXIBLE SPENDING ALLOWANCE (HCFSA)** – Employees may elect this pre-tax program to cover qualifying health care expenses.

**FLEXIBLE HEALTH ALLOWANCE (FHA)** – A portion of the County's contribution to employee health insurance that allows employees to have health plan purchase options. Employees who are enrolled in a County medical plan can participate in this program.

**DEFERRED COMPENSATION** – A deferred compensation plan is available to employees.

**AUTOMATIC CHECK DEPOSIT** – Required for all employees in this bargaining unit.

**NOTE: The provisions of this bulletin do not constitute an expressed or implied contract.**