



ASSISTANT DIVISION
DIRECTOR of CHILD
WELFARE SERVICES

*COUNTY OF SANTA CRUZ -
HUMAN SERVICES DEPARTMENT*



ASSISTANT DIVISION DIRECTOR of CHILD WELFARE SERVICES*

The County of Santa Cruz Human Services Department is recruiting an Assistant Division Director of Child Welfare Services. Under the general direction of the Division Director, the Assistant Division Director of Child Welfare Services assists in implementing, organizing, directing, coordinating and evaluating the Child Welfare programs of the Human Services Department. The Assistant Division Director helps lead the division that provides services to children who have been abused, neglected, or who are at risk of abuse or neglect. The Child Welfare Services department prioritizes child safety, child and family well-being and permanency for children.

*The official title for this classification is Assistant Division Director – HSD.



THE COMMUNITY: Santa Cruz County

Located 75 miles south of San Francisco and 35 miles southwest of Silicon Valley, Santa Cruz County has approximately 270,000 residents and is situated on the stunning Monterey Bay. The County's population is culturally and ethnically diverse, and its 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.

Santa Cruz County's unique shops and restaurants, coupled with a multitude of cultural and recreational activities, including theatre, music, art, golfing, surfing, hiking, and biking offer a wealth of leisure pursuits. There are numerous local higher education institutions including Cabrillo College and the University of California, Santa Cruz, with three additional State Universities less than an hour away. These elements make Santa Cruz County a great tourist destination and a great place to live, work and play!

Dedicated to Making A Difference



THE HUMAN SERVICES DEPARTMENT

The Human Services 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 members of the Human Services Department are dedicated to making a difference in the community they serve.

Human Services is a robust department in the County with over 580 employees and an overall annual budget of approximately \$202+ million (FY 2023-24). The Department serves the community through six divisions: Adult & Long-Term Care Services, Employment & Benefit Services, Family & Children’s Services, Housing for Health, Administrative Services and Workforce Development.

The Department strengthens the community by protecting the vulnerable, promoting self-sufficiency, alleviating poverty, and improving the quality of life of all people in Santa Cruz County. The Human Services Department motto is “Dedicated to making a difference” and the department strives to develop innovative strategies to better serve our community.

THE ASSISTANT DIVISION DIRECTOR HAS THE ABILITY TO

- Plan, organize, and direct through 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 and listen acutely with all stakeholders;
- Prepare and monitor contracts and budgets;
- Provide professional consultation and program leadership;
- Train and orient staff;
- Develop, negotiate and monitor funding sources.

THE POSITION

- The Assistant Division Director of Child Welfare Services develops and establishes goals and objectives, creates and support implementation plans for carrying out division functions consistent with the overall Department mission; coordinates and directs the work of staff who are charged with providing a wide variety of services, including child abuse prevention services. The services and support offered to families focus on child protection including the engagement of family to ensure the safety and well-being of children/youth. The Assistant Division Director works closely with management and supervisory staff of the division, department, and other partner agencies to coordinate and integrate services and develop joint procedures to support families.
- The Assistant Division Director of Child Welfare Services analyzes work activities and programs, evaluates divisional procedures and policies, assesses services and systems and formulates needed improvements; participates in the preparation of the divisional budget, makes budgetary recommendations and monitors divisional budget.
- The Assistant Division Director of Child Welfare Services also represents the division in working with other departments, agencies, private businesses, labor unions, community groups and organizations; directs and evaluates the work of management and/or supervisory staff; develops division programs, contracts, grant agreements and memoranda of understanding; reviews and evaluates services and develops corrective actions, as necessary.
- The Assistant Division Director of Child Welfare Services may appear before the Board of Supervisors; serves on County and State task forces, committees and commissions and provides staff support for selected groups; develops division statements for presentation to governing bodies, agencies and departments; performs special assignments as directed; prepares reports and correspondence; attends and/or conducts meetings and conferences.



EMPLOYMENT STANDARDS

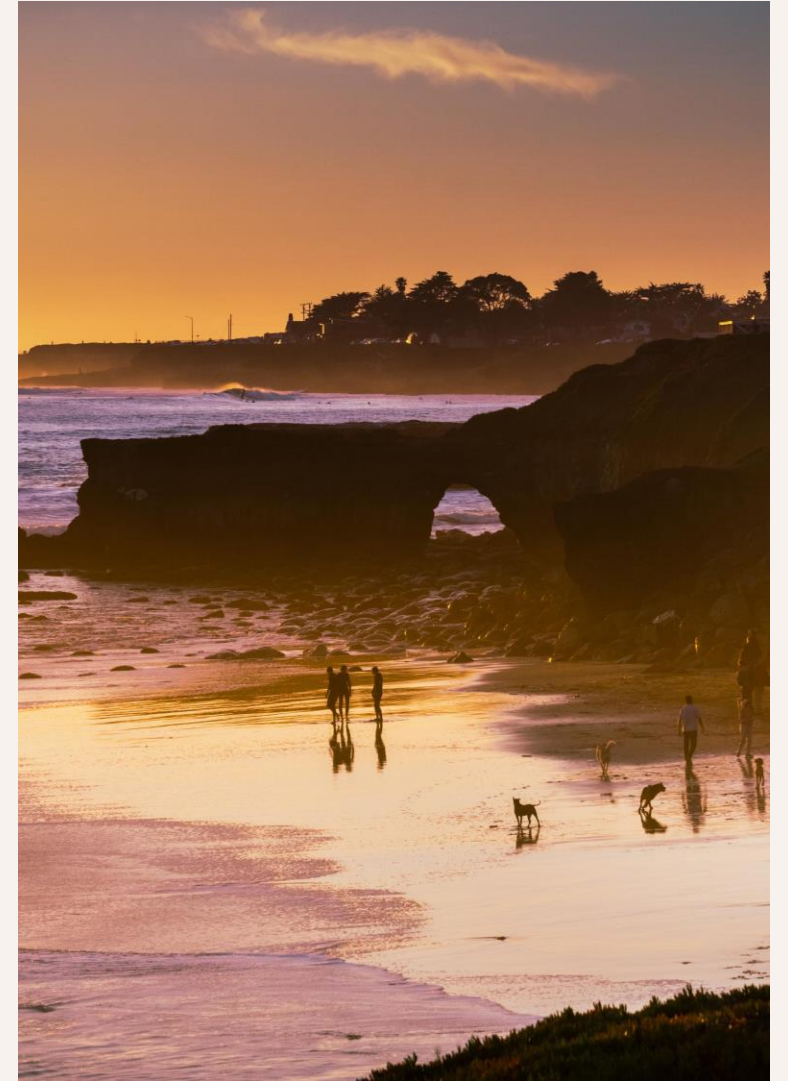
The Assistant Division Director of Child Welfare Services has:

Working knowledge of:

- Program planning, administration, coordination, and evaluation;
- Budgeting and fiscal control;
- The principles and practices of supervision, training and personnel management;
- The principles and practices of public administration;
- Administrative problems and issues involved in the operation of a large division and agency;
- Grant proposal writing and legislative processes related to developing funding sources.

Some knowledge of:

- The functions, services and practices of the Child Welfare programs that make the Division;
- The interrelationships between County, Federal and State government and community organizations concerned with the delivery of the division services;
- Community needs along with the public and private community resources providing services related to the division's programs;
- Decentralized fiscal management for some positions;
- Laws, mandates and regulations pertaining to the division's programs;
- Current developments and trends in division services;
- The application of information services to program operations;
- Contract negotiation and administration.



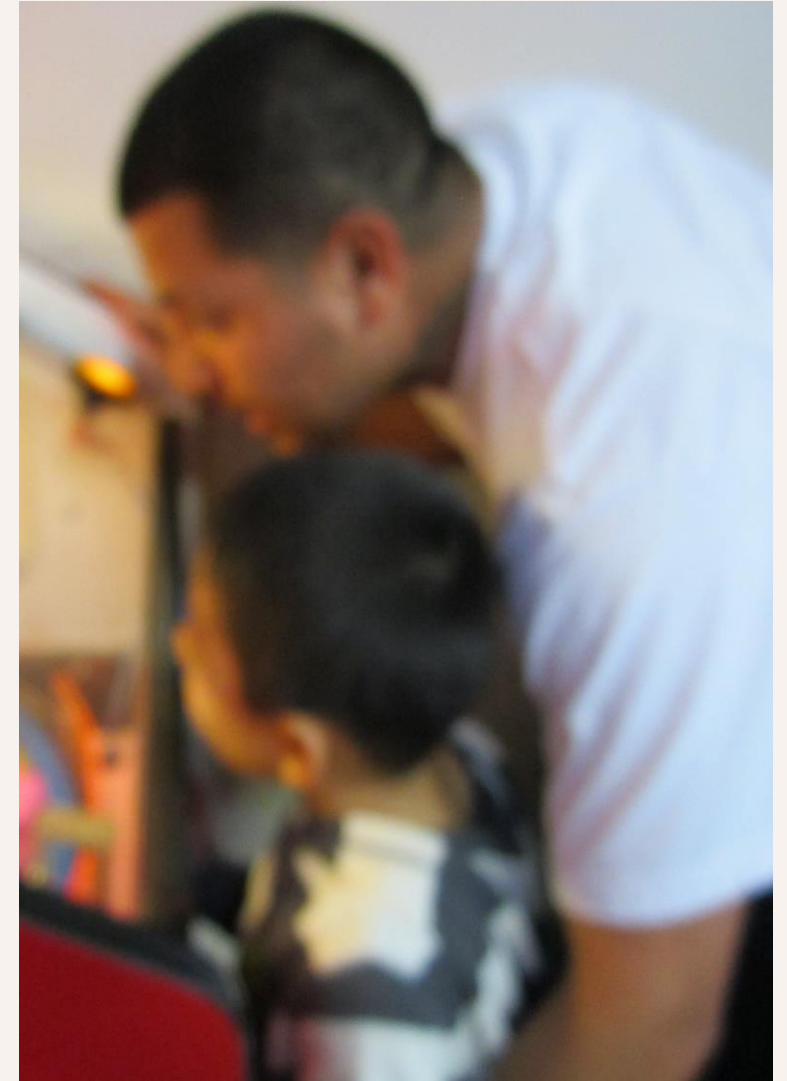
TRAINING & EXPERIENCE REQUIRED

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

- Two years of responsible administrative or management experience which would demonstrate application or possession of the required knowledge and abilities
- A Master's Degree in Business or Public Administration, Social Services or Social Work, or closely related field may be substituted for one year of the required experience

Special Requirements

- Possession and maintenance of a valid California Class C driver's license or the ability to provide suitable transportation that is approved by the appointing authority



Compensation and Benefits

The annual salary range for the Assistant Director of Child Welfare Services is **\$124,384 – \$166,088**. Salary is supplemented by a generous benefit program that includes the following:

EMPLOYEE BENEFITS:

VACATION - 16 days 1st year, increasing to 31 days per year after 15 years of service. Available after 1 year of service.

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

HOLIDAYS - 14 paid holidays per year.

SICK LEAVE - Six days per year.

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

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

DENTAL PLAN - County pays for employee and eligible dependent coverage.

VISION PLAN - The County pays for employee coverage. Employee may purchase eligible 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 - 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.

DEPENDENT-CARE PLAN - Employees who pay for qualifying child or dependent care expenses may elect this pre-tax program.

H-CARE PLAN - Employees who pay a County medical premium 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.

DEFERRED COMPENSATION - A deferred compensation plan is available to employees.



HOW TO APPLY

This is a confidential process and will be handled accordingly throughout the various stages of the process. References will not be contacted until mutual interest has been established.

To apply for this role, **Candidates must complete the application on the Santa Cruz County website: www.santacruzcountyjobs.com. Candidates **MUST** apply by **March 1, 2024**, for first consideration. An examination may a part of this process.**

Candidates may receive additional requests for information. Only the most highly qualified candidates will be invited to interview. Interviews may commence in March 2024. Detailed background checks and offer to the top ranked finalist is anticipated during April 2024. This timeframe is preliminary and subject to change.

Confidential inquiries and questions regarding this career opportunity should be directed to Laura Ayers [layers@berkeleysearch.com] and Toni Rodriguez [trodriguez@berkeleysearch.com] at Berkeley Search Consultants.





BERKELEY SEARCH
—CONSULTANTS—

The County of Santa Cruz is an Equal Opportunity Employer. The County is committed to diversity and invites all qualified people to apply, including persons of color, women, and individuals with disabilities.

Learn More: [County of Santa Cruz Website](#) | [Human Services Department Website](#)