

County of Santa Cruz

INVITES YOU TO APPLY FOR THE POSITION OF

Division Director

Planning & Evaluation Division

Human Services Department

\$132,642 – 177,715 Annually



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



Application Deadline: Friday, June 14, 2024

HUMAN SERVICES DEPARTMENT AND THE POSITION

The County of Santa Cruz is seeking a dynamic leader to serve as Division Director - Human Services Department (HSD). The Division Director assists the Department Director with overseeing the overall coordinated services and functions of the Department and is responsible for organizing, directing, coordinating and evaluating programs. The incumbent will represent the Department in statewide initiatives and local collaborations and will be responsible for strategic development of centralized functions. The Division Director will also provide strategic direction and oversight related to quality assurance and improvement and will provide direct supervision to a diverse set of staff functions. **The current opening is in the Planning & Evaluation Division.** The list established will be used to fill the current vacancy and it may also be used to fill other vacancies during the life of the eligible list.

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 three years of responsible administrative or management experience, or similar experience, which would demonstrate application or possession of the required knowledge and abilities listed below. A master's degree in business or public administration, social services or social work, or a closely related field, may be substituted for one year of the required experience.

- Thorough knowledge of program planning, administration, coordination and evaluation; principles and practices of public administration; functions and services of the assigned division's programs; and 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 social service programs.
- Working knowledge of community needs and public and private community resources providing services related to the department's programs; budgeting and fiscal control; administrative problems and issues involved in the operation of a large division and agency; the laws and regulations pertaining to programs included in the department; current developments and trends in the assigned division programs' services field; and grant proposal writing and legislative processes related to developing funding sources may be required for some positions.
- Some knowledge of the application of data processing to program operations; contract negotiation and administration for some positions; decentralized fiscal management for some positions.
- 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; and exercise initiative, ingenuity, and sound judgment to solve difficult administrative and personnel problems.
- Ability to 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; and speak effectively before groups.

- Ability to prepare and monitor contracts and budgets; provide professional consultation and program leadership; train and orient staff; develop, negotiate and monitor funding sources for some positions; and direct a decentralized fiscal management component for some positions.

IDEAL CANDIDATE

- Possess strong background in human services
- Strategic thinker with experience in social service programs
- Collaborative and politically astute with experience coordinating with multiple agencies, stakeholders, staff members, and executive leadership
- Adept at data collection, analysis and reporting with a strong ability to determine programmatic success, and areas for improvement

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. **live, work, and play!**



SUPPLEMENTAL APPLICATION QUESTIONS

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

1. Please describe your experience with strategic planning and give a specific example of your role in plan development and the approach used to create it.
2. Describe your overall experience in measuring, monitoring, and evaluating program performance, quality, and outcomes. Also, please give a specific monitoring or evaluation example of the indicators you used to measure a) quality, b) performance or compliance, and c) outcomes in one particular program.
3. How would you describe your supervisory style? Please describe the extent of your supervisory experience and give a specific example of a team you led that was particularly successful.

THE APPLICATION PROCESS

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 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. For more information regarding the recruitment and examination procedure please contact Personnel Analyst, Susana Silva, at (831) 454-3596.

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 policy. Employee 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.

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

Women, people of color 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.



Note: Provisions of this bulletin do not constitute an expressed or implied contract.