

Solano County is seeking applications for Deputy Director of Health & Social Services Employment & Eligibility Programs



Solano County

Solano County is a special place, with its inviting mix of rural and suburban lifestyles and easy access to all the urban amenities of the nation's most dynamic metropolitan regions. Situated midway between San Francisco and Sacramento, the State capitol, and within day trips to the San Francisco Bay Area, Lake Tahoe region and the Napa and Sonoma valleys, Solano County is home to rolling hillsides, waterfronts and fertile farmland. A variety of festivals, celebrations, and theatres offer abundant cultural venues. Thanks to a mild climate, plenty of open space, proximity to lakes, rivers and mountains, residents can enjoy year round outdoor recreational activities like fishing, skiing, hiking and biking.

Solano County is a growing community that reaps the benefits of its ideal location for those who live and work here. The County encompasses over 900 square miles and has a population of over 427,000 residents, which are concentrated in the seven incorporated cities of Benicia, Dixon, Rio Vista, Suisun, Vacaville, Vallejo and Fairfield. Blessed with a thriving agricultural economy, the County is also home to Travis Air Force Base, and biotechnology and other growth industries.

With its strategic location, affordable housing, natural and human resources, history of responsible land use planning and attractive quality of life, Solano County is entering the 21st century with a promising future as a place to live, learn, work and play.

Solano is a General Law County governed by a five-member Board of Supervisors. The Supervisors are elected by district to four-year terms. The Supervisors appoint a County Administrative Officer (CAO) to oversee day-to-day operations. The current CAO was appointed in May 2011 and has over 22 years of experience with Solano County.

Health & Social Services Department

The Board of Supervisors created the Health and Social Services Department (H&SS) in 1992. H&SS employs over 1,200 employees working in offices throughout the County and is organized into the divisions of Public Health, Behavioral Health, Employment & Eligibility, Child Welfare Services, and Older and Disabled Adult Services. The Mission of H&SS is to promote cost-effective services that safeguard the physical, emotional, and social well-being of the people of Solano County. H&SS seeks to create, provide, improve, and make accessible, responsive high quality services and programs to the community and to ensure that all clients are treated with respect. The Department's programs were integrated to form a One Stop Shop to serve clients in Fairfield. In 2012, a second One Stop Shop supporting North County was opened in Vacaville. A newly appointed Director of H&SS has taken the lead to make a positive difference in the lives of Solano County residents.

The Employment & Eligibility Services Division serves over 1 in 5 County residents with an annual budget of \$52 million and a staff of 394 FTEs located in three regional offices, a telephone service center, and a training center. Oversight of the Division, which includes the program areas of CalWORKs, CalFresh, General Assistance, and Medi-Cal, requires fostering engagement and coordination with State and Federal agencies, community-based organizations, other H&SS divisions, the Board, and various County departments. Responsibilities also include CalWIN Help Desk, staff development, hiring and training, QA/QC, and contract administration/monitoring. A key focus is on identification and cultivation of public assistance programs that offer innovative, evidence-based and strategic solutions for the future, which requires staying attuned to the evolving nature of program regulations and funding that impact service delivery models and methods. Success calls for nurturing creativity in the pursuit of other progressive service solutions through a management style of empowerment, accountability and decision making at all levels of the organization.

The Position and Ideal Candidate

Reporting to the Director of H&SS, the Deputy oversees the Employment and Eligibility Services Division. This is a critical leadership role and has extensive day-to-day administrative and management responsibilities. The position requires a knowledgeable administrator with experience in the delivery of comprehensive and integrated continuum of public assistance initiatives, programs and services.

The ideal candidate will have a solid understanding of budgets and state/federal funding streams and regulations for human and social service programs. This position also functions as the Welfare Director or the Co-Welfare Director in accordance with the Local Agency Personnel Standards.

The position requires four years of management experience in a public or non-profit social services agency, which included program planning and evaluation, budget management, personnel management, and policy development and a Master's degree in Public Administration, Social Work, or a closely related field from an accredited college or university.

This is an "at will" position. The job description is available on the County's website:

<http://www.solanocounty.com/civicax/filebank/blobdload.aspx?blobid=15691>

Compensation Package

The County offers a comprehensive and competitive compensation and benefit package. The annual salary is \$107,928–\$131,187. (+2% COLA effective 9/28/14) The excellent benefits package includes:

- **Longevity Pay** – Candidates with prior employment in a California city, county or special district will receive an additional 2.5% of pay with 10 years of service, increasing incrementally at 15, 20, 25, 30 and 35 years of service up to a 15% maximum.
- **Holidays** – 12 paid holidays per year
- **Vacation** – 20 days per year
- **Sick Leave** – 12 sick leave days per year
- **Administrative Leave** – 80 hours each July 1st (pro-rated during the first fiscal year)
- **Retirement** – The County participates in CalPERS, offering 2% at 60 for current members of CalPERS from another agency (or reciprocal agency) and 2% at 62 for new members.
- The County participates in Social Security.
- **Health Benefits** – Full-time employees and their eligible dependent are eligible for vision and dental insurance with 100% paid by the County. Health plans are offered through CalPERS with a Cafeteria Plan contribution set at 75% (including a cash back option) of the Kaiser family rate.
- **Other benefits** – Employees receive County-paid life insurance and long-term disability insurance. Employees may elect to participate in the credit union, supplemental life insurance, flexible spending plan and deferred compensation.

A complete summary of the benefits for this position is available on the County's website at:

<http://www.solanocounty.com/civicax/filebank/blobdload.aspx?blobid=16488>

Selection Process

To apply for this exceptional career opportunity, please submit an application online. Go to: www.jobsatsolanocounty.com

Inquiries regarding the position may be directed to:

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The final filing date is Monday, May 5, 2014.

The tentative interview date is during the week of May 12, 2014.

(References will be contacted only after mutual interest is established.)

