

# COUNTY OF SAN DIEGO

THE NOBLEST MOTIVE IS THE PUBLIC GOOD



## DEPUTY DIRECTOR, DEPARTMENTAL OPERATIONS

### Public Health Services

HEALTH & HUMAN SERVICES AGENCY  
Anticipated Hiring Range \$110,000 to \$117,000  
Excellent Benefits Package

# DEPUTY DIRECTOR, DEPARTMENTAL OPERATIONS | PUBLIC HEALTH SERVICES

## COUNTY OF SAN DIEGO | HEALTH & HUMAN SERVICES AGENCY

The Health & Human Services Agency (HHS) of the County of San Diego is seeking online résumés from highly qualified individuals for the position of Deputy Director, Departmental Operations. Résumés may be considered for openings in Public Health Services, and/or other regions and departments within HHS as they occur. This executive management position reports to the Assistant Director, Departmental Operations and assists in the overall management of regional and departmental programs and services.

HHS is one of five groups of the San Diego County government with a budget of \$2.0 billion derived from Federal, State, and local funding, 6,300 HHS employees, over 550 contracted providers, and hundreds of volunteers. HHS is committed to advancing the County's vision of *Live Well San Diego*, which is Building Better Health, Living Safely, and Thriving. Based upon a foundation of community engagement and involvement, *Live Well San Diego* seeks to promote population health and wellness through collective impact.

For more information, visit [Live Well San Diego](#).

### THE IDEAL CANDIDATE

HHS is seeking a dynamic, independent, and innovative leader to assist in developing and executing the activities of HHS, Public Health Services. The ideal candidate will possess a professional history in public health or social services that demonstrates the following leadership competencies and attributes:

- Senior/Executive management level experience interpreting and implementing laws, rules, regulations, policies, and procedures pertaining to the operation and provisions of programs and activities within the department and enterprise-wide
- Experience working within a large, complex matrix organizational structure
- Excellent verbal and written communication skills with the ability to produce reports, conduct community presentations, and facilitate meetings
- Experience working with community groups and advisory boards
- Experience managing programs with multiple deadlines and priorities in a dynamic, ever-changing environment

### MINIMUM QUALIFICATIONS

A bachelor's degree from an accredited U.S. college or university or a certified foreign studies equivalency AND five years of experience that demonstrates the ability to perform the essential functions of the classification. Experience must include three years of management level experience and at least one year of supervision.

A master's degree or higher may substitute for a total of one year of experience and cannot be applied to the required one year of supervision.

### COMPENSATION

The anticipated hiring range, upon appointment, for this position will be \$110,000 to \$117,000. Salary is dependent upon the qualifications of the successful candidate. Annual salary reviews are performance-based and goal oriented.

### BENEFITS

- Fifteen days of paid vacation, thirteen days of paid sick leave, and thirteen paid holidays
- Medical, dental, and vision insurance plans
- Disability Insurance, Life Insurance, and Accidental Death/Dismemberment Insurance
- Flexible Management Benefit Package – a monthly credit may be used to select benefits from a group of options
- Defined benefit retirement program
- Reciprocity with other governmental retirement systems may be granted; for further information, please visit [San Diego County Employees Retirement Association](#) website
- Deferred Compensation Program (457) and 401(a) plans
- May be eligible for relocation allowance

## DEPUTY DIRECTOR, DEPARTMENTAL OPERATIONS | PUBLIC HEALTH SERVICES

Public Health Services (PHS) is dedicated to community wellness and health protection in San Diego County. PHS works to prevent epidemics and the spread of disease; protects against environmental hazards; prevents injuries; promotes as well as encourages health behaviors and wellness; responds to disasters; assists communities in recovery; and assures the quality and accessibility of health services throughout the county. With approximately 450 employees and a budget of \$110 million, PHS seeks to identify and address root causes of priority health issues to achieve health equity for County residents. PHS is comprised of seven branches:

- California Children Services
- Epidemiology and Immunization Services
- HIV, STD, and Hepatitis
- Maternal, Child, and Family Health Services
- Public Health Preparedness and Response
- Public Health Services Administration
- Tuberculosis Control and Refugee Health

PHS also provides services at the six regional Public Health Centers. Services offered include the following: HIV testing, immunization clinic, sexually transmitted diseases clinic, tuberculosis testing and treatment, and information and referral to community resources. Since providing public health protection for residents and visitors is a multidisciplinary and collaborative effort, PHS partners with other County departments, including the Department of Environmental Health, Department of Animal Services, and Medical Examiner's Office. PHS has numerous community partners from all sectors, including healthcare, schools, businesses, governments, and faith and community based organizations.

The Deputy Director, Departmental Operations will assist with oversight of the activities of the department, administer daily activities, and work with the management team to prepare long-term strategies to achieve strategic goals. Duties will include:

- Assisting in the planning, implementation, and evaluation of policies and programs as well as the review of legislation
- Working closely with the County's senior leadership and HHSA Executives in setting and carrying out the County's vision, mission, and objectives for the Department/Region
- Acting as a liaison with other public and private agencies, and coordinating activities with County departments and local, State, and federal governments
- Delivering departmental and organizational responsibilities and results consistent with approved levels of delegation and authority
- Leading and driving the development of program and services, as well as creating a positive and productive culture and work environment with a focus on customer service and continuous improvement



## THE COUNTY OF SAN DIEGO

The mission of the County of San Diego is to provide the residents of San Diego County with superior County services in terms of quality, timeliness, and value in order to improve the region's Quality of Life.

- The County covers 4,261 square miles, extending 75 miles along the Pacific Coast from Mexico to Orange County and inland 75 miles to Imperial County along the international border shared with Mexico.
- San Diego enjoys a wide variety of climate and terrain, from coastal plains and fertile inland valleys, to mountain ranges, forests, and the Anza-Borrego Desert. The average annual rainfall is only 10 inches.
- The County is governed by a five-member Board of Supervisors elected to four-year terms in district, non-partisan elections.
- There are 18 incorporated cities and a large number of unincorporated communities.
- County services are provided by five business groups, that are headed by General Managers, who report to the Chief Administrative Officer (CAO).
- The County has a budget of \$6.26 billion and provides services to the residents of the County through its nearly 17,000 employees in 42 different departments.

## GENERAL MANAGEMENT SYSTEM

The County engages in a continuous cycle of planning, implementing, evaluating, and renewing the planning process. The County's comprehensive guide for managing this cyclic process is called the General Management System (GMS). By communicating and adhering to this business model, the County of San Diego is able to maintain an organizational culture that values transparency, accountability, innovation, and fiscal discipline which provides focused, meaningful public services.

# APPLICATION PROCESS AND RECRUITMENT SCHEDULE

Résumés may be submitted online at [www.sandiegocounty.gov/hr](http://www.sandiegocounty.gov/hr); select the link for jobs.

Résumés should include academic degrees held and dates conferred, employment history and positions held, dates of service, areas of experience, levels of responsibility, reporting structure, key duties performed, and number of direct reports or staff.

An evaluation board will convene to review submittals and identify top competitors to be considered for further evaluation.

The recruitment will be suspended on June 15, 2018, at which time the first review of résumés will take place.

## NOTES

Persons serving in positions in the Unclassified Service do not accrue tenure and serve at the pleasure of the appointing authority. The provisions of this job announcement may be modified or revoked and do not constitute an expressed or implied contract. Qualified women, minorities, and persons with disabilities are encouraged to apply.

Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

The County of San Diego and its employees embrace the *Live Well San Diego* vision: A region that is Building Better Health, Living Safely and Thriving. For more information, visit [www.livewellsd.org](http://www.livewellsd.org).



Under California Government Code Sections 3100 - 3109, public employees are designated as **disaster service workers**. The term "public employees" includes all persons employed by the state or any *county*, city, state agency, or public district. Disaster service workers are required to participate in such disaster service activities as may be assigned to them by their employer or by law.



The County of San Diego is committed to valuing diversity and practicing inclusion because our diverse workforce is our greatest asset and our customers are our number one priority.

## CONTACT INFORMATION

You may direct any questions regarding the application and selection process to Brandy Winterbottom Whitney, Deputy Director of Human Resources at [Brandy.Winterbottom-Whitney@sdcounty.ca.gov](mailto:Brandy.Winterbottom-Whitney@sdcounty.ca.gov) or 858-505-6324. Questions about the position or department should be directed to Kimberly Evers, Group Human Resources Director for the Health and Human Services Agency at [Kimberly.Evers@sdcounty.ca.gov](mailto:Kimberly.Evers@sdcounty.ca.gov) or 619-515-6546.

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