



County of Del Norte, CA
Deputy Director Public Health

SALARY	\$3,443.98 - \$4,846.04 Biweekly	LOCATION	CA, CA
JOB TYPE	Full Time	JOB NUMBER	24-00033
DEPARTMENT	Health & Human Services	DIVISION	Public Health
OPENING DATE	09/26/2023	CLOSING DATE	10/9/2023 5:00 PM Pacific

General Recruitment Information:

This recruitment will establish a list of candidates to be used in filling the vacancy as well as an eligibility list that may be used for future vacancies or temporary help for up to one (1) year.

Job Opportunity:

Only online applications are accepted. It is the responsibility of each applicant to review the full job description and requirements. Resumes are encouraged, but will not be accepted in lieu of required application materials. Applications which are incomplete as of the final date to apply will be eliminated from consideration. Candidates who meet all the minimum qualifications may be invited to an oral interview.

Description

Bi-weekly Salary:

Deputy Director of Health & Human Services-Public Health: \$3,443.98-\$4,846.04

The Del Norte County Department of Health and Human Services is seeking a qualified candidate to fill one (1) vacancy for the position of Deputy Director of Health & Human Services-Public Health. This position is classified as Full-Time.

Employees in this classification receive general to limited supervision within a framework of policies and procedures. Under general direction of the Director of the Health and Human Services Agency, provides administration of a branch or for delegated elements of overall departmental operations, finance or administration. The Public Health Branch plans, implements and oversees a variety of programs to support the overall health and well-being of community members. The Branch provides clinical and preventive services, and work with local health care providers and other community partners to connect people with the resources they need. The Branch includes, but is not limited to, programs and units such as: California Children's Services, Maternal, Child, and Adolescent Health Programs, Perinatal Outreach Education, Child Health and Disability Prevention Program, Immunization Assistance Programs, Women, Infants and Children Program, Health Education, such as Nutrition and Tobacco Programs and other state and grant funded programs.

The responsibilities of this role include oversight of complex programs, meeting benchmarks and mandated performance outcomes. This position is a key advisor to the Director and acts for the Director within delegated authority. Incumbent has considerable latitude for the exercise of independent judgment and decision-making.

Detailed Work Activities

Essential job duties may include any of the following tasks, knowledge, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional,

position-specific tasks.

- Oversee and coordinate the fiscal management, personnel management, program planning and evaluation functions of the assigned area of responsibility.
- Develops and implements goals, objectives, policies, procedures and work standards for assigned divisional areas.
- Assures services are delivered to program participants in a timely, efficient and effective manner and in compliance with federal, state and local laws.
- Works cooperatively with other department and branch leaders to effectuate the integrative and interdependent elements of the Agency's systems of care.
- Plans, organizes, coordinates and directs assigned areas in establishing performance standards for quality timeliness, communicating goals and performance expectations, and ensuring conformance to established policies and procedures.
- Assesses service delivery and communicates these findings to the Agency Director; implements changes to improve efficiency and service quality; maximizes effectiveness of programs operations, and ensures alignment with the Agency's mission.
- Supports the Agency Director in the administration of the Branch's budget; forecasts the need for additional funds for staffing, equipment, materials and supplies; monitors operations in order to ensure the accomplishment of objectives within budget restrictions.
- Serves as a technical expert by providing consultation regarding programs, legal or policy matters to entities such as County department managers or administrators, Board of Supervisors, advisory boards and advocacy groups.
- Ensures that all services are coordinated with programs and services provided by other Agency Branches, and related state and federal programs.
- Establishes, facilitates and maintains effective communication between professional, clinical and technical staff, including managers and staff in other local, state and federal agencies.
- Responds to and resolves citizen, client or community inquiries, requests for assistance, and complaints or grievances.
- Reviews compliance of programs and performance reports; and develops methods for improving staff and program performance.
- Conducts public speaking events with the goal of outreaching to and engaging community partners and stakeholders.
- Selects, supervises, trains and evaluates subordinate supervisory, professional, technical and clerical personnel.
- Assists in the development and management of Branch goals, objectives, and policies to meet the Agency's mission and strategic direction.
- Performs related duties as assigned.

Minimum Qualifications

Any combination of education, training and experience which would likely provide the required knowledge, skills and abilities may be considered qualifying. A typical way to obtain the required knowledge and abilities would be:

Possession of a Bachelor's degree from an accredited college or university with major course work in public administration, public health, health science, sociology, nursing or a related field and three (3) years of progressively responsible management experience and/or administrative experience in a public or non-profit agency.

Desirable Qualifications:

- Experience in a governmental agency is highly preferred.
- A Master's Degree in one of the above-mentioned focus areas is preferred.
- Valid Public Health Nurse Certificate issued by the State of California, Department of Consumer Affairs, Board of Registered Nursing is preferred.

Valid Registered Nurse License issued by the State of California, Department of Consumer Affairs, Board of Registered Nursing is preferred.

Special Requirements: Must possess and maintain a valid Driver's license.

All County of Del Norte employees are designated Disaster Service Workers through State law (California Government Code Section 3100-3109). Employment with the County of Del Norte requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency

Knowledge, Skills and Abilities

Knowledge of:

- Administrative principles and methods, including policy implementation, goal setting, program development and administration, and personnel management.
- Budget development and administration.
- Health and human services programs related to assigned area of service.
- Governmental organizational structures.
- Social, political and economic issues influencing area of responsibility.
- Available public and private community resources.
- Principles and practices of conflict resolution.

Ability to:

- Monitor the activities in multiple programs or functions to ensure all activities are consistent with established policies and procedures and the mission of the Agency.
- Delegate work assignments and appropriate level of responsibility to employees in order to ensure the completion of work assignments and projects.
- Read and understand complex written materials, such as laws, proposed legislation, policies, and reports in order to interpret, explain and apply.
- Communicate verbally, in person or by telephone, clearly and concisely with a variety of audience on a variety of matters.
- Write to ensure effective and clear communication and proper composition of reports, correspondence, email, and other written communication.

Benefits

NOTE:

The information listed below is a general summary of benefits for this position. This information is not legally binding, nor does it serve as an employment contract. Refer to labor agreements ([MOU](#)) for specific benefit information.

BENEFITS:

A generous package of benefits is provided, including: health, vision and dental benefits, life insurance, and a retirement plan.

Paid annual leave:

Vacation:

1-5 years of continuous service: 15 working days per year; 6-10 years of continuous service: 20 working days per year; 11-15 years of continuous service: 25 working days per year; 16 years or higher of continuous service: 30 working days per year. Note - Vacation will be available for use after completion of six (6) months of continuous employment.

Sick Leave:

1 day of sick leave with pay for each month of service from the date of employment. Note - Sick leave shall accrue from the date of initial employment and may be used upon accrual.

Holidays:

13 working days each year.

Floating Holidays:

3 working days each fiscal year. Note - Floating Holidays may be used upon accrual.

Retirement:

The County is a member of the Public Employees' Retirement System (PERS) integrated with Social Security.

Group Insurance:

The County pays a portion of the employee's group health, dental, vision and life insurance premiums with dependent health and dental care benefits available at group rates.

Retirement:

The County is a member of the Public Employees' Retirement System (PERS) integrated with Social Security.

Voluntary Deferred Compensation Plan:

Employees may elect to have a percentage of their salary deferred for pre-tax investment.

DEL NORTE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**Del Norte Human Resources**

981 H St., Suite 250
Crescent City, CA 95531
(707) 464 – 7213

Any information on this page is subject to change without notice.

Selection Process:

The County of Del Norte does not discriminate on the basis of race, national origin, religion, gender, age, sexual preference, or disability in any of its programs, activities, or hiring practices. All applications will be reviewed and those individuals with backgrounds most closely meeting the needs of the county will be selected for further review. In the event of a large number of qualifying applicants, a written examination may be given to determine which applicants will be invited to attend an oral interview. An eligibility list will be established upon completion of the oral interviews. Expenses (i.e. travel, food, lodging) incurred in connection with the interview shall be the burden of the applicant. In compliance with the Americans with Disabilities Act, if special accommodations are necessary at any stage of the selection process, please contact the Human Resources Office prior to the interview/examination so that appropriate arrangements can be made.

Condition of Employment:

In compliance with the Immigration Reform and Control Act, Del Norte County is required to verify, within three days of employment of any person, that he/she is: 1) a citizen or national of the United States; 2) an alien lawfully admitted for permanent residence or authorized by the Immigration and Naturalization Service to work in the United States.

Disaster Service Workers: All County of Del Norte employees are designated Disaster Service Workers through State law (California Government Code Section 3100-3109). Employment with the County of Del Norte requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.

Equal Opportunity Statement:

Del Norte County is an equal opportunity employer hiring employment eligible applicants. Disabled applicants who require special testing arrangements should contact the Human Resources Department prior to the filing deadline. In accordance with the Immigration Reform and Control Act, applicants must provide acceptable proof of identity or authorization to work in the United States. A thorough background investigation will be conducted prior to employment. The investigation may

include reference checks, fingerprinting, credit check, driver history and inquiry to local, state and federal files to obtain criminal history information. All applicants who meet the minimum qualifications are not guaranteed advancement through any subsequent phase of the selection process. Selection processes may include, but are not limited to, one or more of the following: application review, competitive screening, written examination, performance examination, and/or oral examination. This bulletin is solely for the purpose of announcing a job opening. It does not constitute a contract, expressed or implied, and any provisions contained herein may be modified or revised without notice.

Agency

County of Del Norte, CA

Address

981 H Street
Suite 250
Crescent City, California, 95531

Phone

707-464-7213

Website

<http://www.co.del-norte.ca.us>

Deputy Director Public Health Supplemental Questionnaire

***QUESTION 1**

Do you possess a Bachelor's degree from an accredited college or university with major course work in public administration, public health, health science, sociology, nursing or a related field?

- Yes
 No

***QUESTION 2**

Please indicate your years of progressively responsible management experience and/or administrative experience in a public or non-profit agency.

- No experience
 Less than 1 year
 1 year to less than 2 years
 2 years to less than 3
 3 or more years

***QUESTION 3**

Any other coursework, training or experience you would like to add that directly relates to this position. If none, indicate N/A.

* Required Question