THE COUNTY OF SHASTA
http://agency.governmentjobs.com/shasta/default.cfm
INVITES APPLICATIONS FOR

HEALTH AND HUMAN SERVICES AGENCY
DEPUTY BRANCH DIRECTOR
ADULT SERVICES

Salary:
$45.22 - $57.72 HOURLY*
$7,838 - $10,004 MONTHLY*
$94,056 - $120,048 ANNUALLY*

*Please refer to the appropriate Bargaining Unit Memorandum of Understanding for potential future salary increases. Please visit http://www.co.shasta.ca.us/index/support_index/personnel/MOUs.aspx

ORAL EXAM IS TENTATIVELY SCHEDULED FOR FEBRUARY 2020
RESPONSES TO SUPPLEMENTAL QUESTIONS REQUIRED
FINAL FILING DATE – FEBRUARY 14, 2020
ABOUT THE POSITION

Under general direction, manages activities of a branch of the Health and Human Services Agency (HHSA); acts for the Branch Director in the Branch Director's absence (as assigned); performs direct supervision functions; and performs related work as required. The (HHSA) encompasses programs and services typically assigned in departments of mental or behavioral health, public health and social or human services. This opening is in the Adult Services Branch of the Health and Human Services Agency (HHSA) which encompasses the following areas: mental health, substance abuse, In Home Supportive Services (IHSS), Adult Protective Services (APS), and the Public Guardian’s office.

DISTINGUISHING CHARACTERISTICS

This position is responsible to a (HHSA) Branch Director for conducting and overseeing administrative and/or programmatic functions of a branch of the Agency. These functions include representing the Branch when necessary at the County Board of Supervisors meetings or associated State Department meetings. This position will act on behalf of the Branch Director as necessary to assure that all County, State, and Federal requirements are met. Persons in this classification are designated as "senior management."

IDEAL CANDIDATE STATEMENT

The ideal candidate will have progressive experience and responsibility in delivery of direct day-to-day services and program management in the area of adult behavioral health services. This includes knowledge and experience in developing and implementing best practices and/or evidence based practices, and integrating service delivery within a variety of social programs. Experience and/or knowledge of In Home Supportive Services, Adult Protective Services, and Public Guardian are highly desired. The ideal candidate will also have significant experience working in a multidisciplinary team-work oriented environment, value and promote shared decision making among team members, and possess excellent skills communicating and interacting with a variety of community stakeholders.

EXAMPLES OF DUTIES

Duties are generally described as follows; however, responsibilities may overlap or shift as incumbents work as a team along with the HHSA Director, Branch Directors and other Deputy Branch Directors in effectively supporting Agency operations and administration.

Assists in planning, organizing, coordinating, and directing the day-to-day operations and programs of the Adult Services Branch of the Shasta County HHSA as directed by a Branch Director or the HHSA Director in accordance with federal requirements and state regulations or policy. In addition, assist in establishing Agency or Branch policy, procedures, goals and objectives.

Participates in the development of the Adult Services Branch and/or Agency's annual budget for submission to the County Administrative Officer and the Board of Supervisors; presents budget requests to the Branch Director with accompanying justification; monitors expenditures and
revenues; serves as a resource to the Branch Director and other senior managers in preparing expenditure and revenue projections, forecasts, and other financial planning reports. Assists in the development and submission of funding or other applications for programs and services including innovative and best practice approaches to program delivery.

Identifies problems, determines analytical approach, obtains information, conducts analyses, and makes recommendations that are aligned with the Agency's goals and objectives and applicable federal and state laws, regulations, and rules.

Directs the maintenance of a wide variety of records in accordance with applicable policies and procedures, rules, regulations, and laws.

Reviews and evaluates changes in policies and procedures, rules, regulations, and laws applicable to the operational, program, or mandated functions of the Branch. Oversees the implementation of Branch or Agency policy or practice changes to conform. Maintains effective standards of operation and practice.

Assists in the implementation of information technology, including hardware, software, and systems including those designed for behavioral health, public health, and social services programs, or supports the integration of information technology into Branch programs. Oversees the development and operation of web sites and on-line application portals, data processing, and patient registration systems with the support of information technology or other staff.

Participates in the development of a wide variety of financial, statistical, client outcomes, and related reports, and correspondence, makes and implements recommendations for efficiencies or improvements to services based on data and analysis. Supervises or prepares statistical and transmittal reports to the Board and others on caseloads or other factors affecting Branch or Agency programs and outcomes.

Acts on behalf of the (HHSA) Branch Director(s) in establishing, facilitating and maintaining positive working relationships with representatives of federal, state, local agencies and community groups and organizations; coordinates with interagency and interdepartmental programs and systems; confers with representatives of other agencies on matters related to the implementation of new programs, coordination of services offered and solving interagency relationship problems; cooperates with appropriate State Departments to ensure HHSA program goals are being met; provides leadership to developing community interest and understanding of needs of the people and in planning the ways these needs can be met; makes recommendations to increase access to services for hard-to-reach populations; supports community relations efforts within the Agency.

Selects, trains and motivates staff; plans, assigns, supervises, reviews and evaluates Branch managers and other staff as assigned; disciplines staff as appropriate; delegates administrative, technical and supervisory responsibility as appropriate. Obtains staff support in implementing the Agency's goals and objectives.

May negotiate or develop new contracts and contract renewals with funding agencies, sub-contracting agencies, physicians and others as appropriate; monitor contract provisions and
ensures timely renewal or cancellation, and contractor performance.

Acts as (HHSA) Branch Director on an as-needed basis. May serve as a program advisor for the Branch Director to whom assigned, and report to the Branch Director on pending policy issues. As necessary, serve as a designee to the California State Association of Counties affiliated organization(s) that represent Agency or Branch programs, represent the Branch to the Shasta County Board of Supervisors, related County advisory boards, appropriate California State Departments, County departments, and community agencies as needed. Coordinate program activities with those of other Agency Branches and County departments as needed.

May assist in the oversight of agency personnel and payroll record maintenance in accordance with applicable laws, rules, and regulations, or oversee the Agency’s quality assurance and continuous quality improvement efforts; work with County Personnel to develop personnel policies, standards of performance, and promotes staff development and succession planning efforts; ensures all staff licenses are current or ensures personnel are appropriately trained and oriented to agency responsibilities and individual duties.

**QUALIFICATIONS**

Any combination of education and experience sufficient to directly demonstrate possession and application of the following as applicable to the specific assignment within the HHSA:

**Knowledge of:** Principles and practices of behavioral health, public administration, organizational planning, management, and economic and procedural analysis; Principles and practices of budget development, fiscal management, cost accounting, grants management, public agency funding and administration, financial planning and forecasting; Applicable federal, state, and local law, rules and regulations affecting alcohol and drug, mental health, public health, and social services programs, including third party insurance and billing practices and regulations as assigned; Methods and procedures for developing and evaluating program quality and effectiveness; Computer applications relating to statistical analysis, patient/client records, or outcomes, database systems, billing and/or other financial records; Socio-economic backgrounds, human behavioral problems and the need for and functions of public and mental health, drug and alcohol or social service programs and current health/sociological trends and their impact on public services, and the need for appropriate planning and utilization of resources; Principles of social work, public and behavioral health including group work, primary prevention, population health, and community organization; Principles and practices of supervision and human resource management; and Interpersonal communications, collaboration, and team building practices, and conflict resolution with both internal and external partners, peers, colleagues, and employees.

**Ability to:** Analyze complex and sensitive administrative, budgetary, operational, economic, political and organizational problems, evaluating alternatives and reaching sound conclusions; Collect, evaluate, and interpret a variety of information and data, either in statistical or narrative form; Develop, organize, coordinate, and implement varied projects; Prepare clear and concise reports, correspondence and other written materials; Plan, organize, direct and coordinate payroll and administrative support functions as assigned; Select, train, supervise, and evaluate the work of a diverse subordinate support staff; provide for staff training and development, as well as succession planning; Interpret and apply laws, rules, regulations, codes, and policies; Clearly
communicate and/or train others in the interpretation or application; Make effective public presentations to convey conclusions and recommendations to the Board of Supervisors, County Administrative Officer, other government bodies, local agencies and organizations, and the media; Maintain accurate hardcopy and electronic records and files; Establish and maintain effective working relationships with peers, subordinates, and internal and external customers; Coordinate multiple projects and meet critical deadlines; Handle very stressful, complex situations; and Work independently and as part of a team to provide input, make recommendations for proposed solutions, and take action as directed on a variety of agency issues and situations.

**These employment standards are typically attainment with any combination of the following education and experience:**

Four years of progressively responsible management and supervisory experience in a public or non-profit agency which included behavioral health program planning and evaluation, fiscal management, human resource management, and policy and procedure development in either a mental health, substance abuse, public health, or social services program above the trainee level, **AND** a minimum education equivalent of a bachelor’s degree from an accredited college or university with major course work in psychology, health administration, business administration, public administration, social work or a closely related field. A Master's Degree in psychology (including Marriage/Family Therapy), social work, public administration, or a closely related field is preferred.

In addition to the above, specific assignments within a HHSA Branch may require specialized knowledge and/or experience sufficient to provide leadership to that role. For example, additional relevant knowledge and ability may include:

System of care approaches to mental health or substance abuse care, the State Mental Health Plan contract, biopsychosocial rehabilitation, recovery and community treatment; current developments in the field of mental health or substance abuse treatment and administration; general provisions of the Short-Doyle Act, federal parity laws, and the freedom of choice waiver; Mental Health Medi-Cal and Medicare rules and regulations; general health care administration and management; cost reporting and other financial provisions of contracts and State and Federal Medi-CAID and Medi-care requirements, effectively work with mental health consumers and their family members, other advocacy organizations and the general public.

Social work, rehabilitation, employment and training, eligibility services for health insurance, food and/or cash aid programs, public guardian services, adult and child protection, emerging and demonstrated best practice and outcome improvements for child welfare and foster care systems such as Safety Organized Practice, Differential Response programs, evidence based parenting education and home visiting programs, Quality Parenting Initiative (QPI) and Child Welfare Core Practice models, fair hearings and quality control; low-income in-home care services, and disability advocacy.

Compliance with applicable qualifications mandated by statute or regulation for a particular assignment is required.
SPECIAL REQUIREMENTS

- A valid driver's license may be required.
- Incumbents are required to follow the ethical and legal standards required to maintain licensure with the appropriate California licensing board, if applicable.

SUPPLEMENTAL QUESTIONS

Responses to the following must be submitted with a completed application:

1. Do you possess four (4) years of progressively responsible management and supervisory experience in a public or non-profit agency which included program planning and evaluation, fiscal management, human resource management, and policy and procedure development in either a mental health, substance abuse, public health or social services program above the trainee level? Yes__ No__

2. If yes, please describe your experience including the number of years and with which organization. If no, please type “n/a.”

3. Do you possess education equivalent to graduation from an accredited college or university with major course work in health administration, business administration, public administration, psychology and/or social work? If yes, please describe. If no, please type “n/a.”

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, and/or feel; talk and/or hear. The employee is frequently required to reach with hands and arms, and occasionally required to stand; walk; climb and/or balance and rarely required to stoop, kneel, crouch, and/or crawl. On a continuous basis, sit at a desk or stand for long periods of time. Intermittently twist or reach equipment surrounding desk, perform simple grasping and fine manipulation, use telephone and computers and communicate through written means. Specific vision abilities required by this job may include close vision, distance vision, color vision, peripheral vision, depth perception, and/or the ability to adjust focus. The employee must frequently lift and/or move up to 10 pounds, regularly lift and/or move up to 25 pounds, and may occasionally be required to lift and/or move up to 50 pounds. This position may also encounter very stressful situations.

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. While performing the duties of this job, the employee is occasionally exposed to outside weather conditions, and/or moving mechanical parts.
OTHER CONSIDERATIONS

• All new employees are required to have their paycheck directly deposited to a bank account.
• Some positions may require a valid California driver's license and acceptable driving record according to County policy.
• Reasonable accommodations may be made for those persons who are disabled under the Americans with Disabilities Act to perform the essential functions of the position.
• As part of the selection process, all individuals provided with a preliminary offer of employment with Shasta County will be subject to a background investigation, including a criminal history check (primarily completed through the taking of fingerprints). An image of your fingerprints will be captured and sent to the California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI). The resulting report of your conviction history, if any, will be evaluated along with the other information received in connection with your application. Except as otherwise required by law, a criminal conviction will not necessarily disqualify you from the position. The nature of the offense, the date of the offense, the surrounding circumstances, and the relevance of the offense to the position applied for may, however, be considered.
• Based on the results of the background investigation and criminal history check, applicants may then be provided with an offer of employment conditioned on the results of a medical examination, which includes drug/alcohol testing.
• Shasta County participates in E-Verify. For more information click here. If you do not have internet access, contact Personnel at (530) 225-5515 to request a flyer.
• In accordance with Government Code Section 3100, County employees, in the event of a disaster are considered disaster workers and may be asked to respond accordingly.
• Employees in this classification are covered under the CalPERS retirement program. Depending on the provisions of the California Public Employees’ Pension Reform Act (PEPRA) and other applicable laws, an employee in this classification will be covered under one of the following CalPERS retirement formulas: (1) 2% at 55, (2) 2% at 60, or (3) 2% at 62. An employee in this classification will also contribute up to 7.25% of his/her pay to this plan, or will contribute such other amount to the plan as authorized by PEPRA and other applicable laws. Please visit our employee benefit page for at Employee Benefits additional information regarding benefits and CalPERS coverage information. The provisions in this flyer and on the County’s website are for information purposes only. To the extent, the provisions of the flyer or the County’s website are inconsistent with PEPRA and other applicable laws, PEPRA and other applicable laws shall govern.

ABOUT SHASTA COUNTY

Shasta County covers a large geographic area that includes rivers, lakes, and mountains that offer an abundance of recreational opportunities. An eight-mile river trail, numerous community parks, a local museum alliance and continuous community events contribute to the quality of life. Sacramento is 160 miles to the south and the coast is 150 miles to the west. Shasta Lake, located just a few miles north of Redding, is a play land for water sports enthusiasts and vacationers. Lake Shasta offers 365 miles of shoreline and plenty of opportunities for hiking, mountain biking,
fishing, sightseeing and wildlife viewing. Shasta County, the jewel of upstate California, offers a lifestyle that blends the best of rural and urban features.

**SALARY & BENEFITS**

- **Salary:** $7,838 - $10,004 per month.
- **Holidays:** 12 days per year.
- **Vacation:** 10 days first 3 years; 15 days 4-9 years; 17 days 10-15 years; 20 days 16 years and thereafter.
- **Sick Leave:** 12 days per year with a generous pro rata payoff when terminating in good standing after at least 5 years of continuous service.
- **Retirement:** CalPERS, coordinated with Social Security.
- **Insurance:** Medical and dental plan, with the County paying for most of the employee and a portion of the dependent cost; a vision plan, a fully-paid life insurance policy and long-term disability plan.
- **Other:** Deferred Compensation plan, IRC Section 125 plan, and credit union membership available.

**APPLICATION & SELECTION PROCEDURES**

Shasta County Personnel will accept applications and responses to the supplemental questions until 5:00 p.m., on February 14, 2020. A Resume and/or Cover Letter will be accepted in addition to the application form but will not serve as a substitute for a completed application. It is not acceptable to complete the application with statements such as, “Refer to Resume and/or Cover Letter,” or “See Attached Resume and/or Cover Letter” the employment application must be completed in its entirety prior to submission. Incomplete applications will not be processed. Closing date postmarks or faxes will NOT be accepted. This recruitment will establish a list that may or may not be used by other departments. Prior applicants must reapply to be considered.

Applicants will be screened and those considered best qualified will be invited to appear for an oral and/or written examination. Meeting the announced requirements does not guarantee inclusion into the selection process. Depending upon the number of applications received, the selection process may consist of additional application screening, written and/or practical exam(s), oral interview, or any combination thereof.

**Veterans' Credit:** Veterans (as defined by California Government Code section 18973) who have been discharged from military service under conditions other than dishonorable and who receive
a passing score on all components of the employment examinations (up to and including oral examinations) shall receive credit for an additional five points to be added to their final examination score. To be considered for this credit, a veteran MUST provide a copy of his or her discharge document (DD-214 or equivalent) and information as to the type of discharge (honorable, dishonorable, etc.) WITH THE EMPLOYMENT APPLICATION ON OR BEFORE THE FINAL FILING DATE.

Applicants are encouraged to apply on-line at http://agency.governmentjobs.com/shasta/default.cfm or submit an application to the Shasta County Personnel Office.

Arrangements may be made to accommodate applicants with disabilities. Requests for accommodations may be made to the Shasta County Personnel Office by the filing deadline posted on this bulletin. Shasta County does not discriminate on the basis of disability. If you feel you are being denied service based on a disability, our ADA Coordinator may be reached at (530) 225-5515; relay service (800) 735-2922; fax (530) 225-5345.

SHASTA COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER
Shasta County Personnel
1450 Court Street, Suite 348; Redding, CA 96001; (530) 225-5515