

Napa County Health and Human Services

Is seeking applicants for

Employee Support & Development Manager



**A Tradition of Stewardship
A Commitment to Service**



The Position

Reporting to the Deputy Director—Operations, the Employee Support and Development (ESD) Manager will lead a team of dedicated and skilled employees in the creation of an organizational development function for the Health and Human Services Agency. The ESD Manager will be given wide latitude to create a program that addresses the following initial priorities:

- Work in conjunction with the Quality Management Division, the County Privacy Officer and County Information Technology Services to develop a training program that fully supports the Agency's Privacy and Information Security efforts.
- Complete and implement a comprehensive employee/contractor privileging and credentialing process.
- Ensure that the Agency is current with all required trainings.
- Implement an employee development program that supports employee growth in all aspects of the Agency.

The Ideal Candidate Profile

- Extensive experience in organizational development, training, change management or related function
- Innovative analytical and problem solving capability
- Superior presentation skills
- Presence to deal effectively with senior level managers and colleagues
- Excellent communication skills
- Has experience in planning, organizing, directing, coordination and evaluation of assigned staff services programs
- Superior interpersonal and collaborative team based skills
- Capacity to engage, inspire and motivate others
- Track record of building and implementing an organizational development plan that produced measurable and positive results
- Thrives in a fast-paced quickly changing work environment

Required Experience and Education

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

Experience—At least four years of increasingly responsible experience in a staff services function performing duties involving administration, management, personnel, fiscal analysis, staff development or data processing including two years of related project management, administrative and supervisory responsibility. Experience in training and organizational development program design, curriculum management or classroom teaching is highly desired.

Education— A Bachelor's degree from an accredited college or university with major coursework in organizational development, business/public administration, accounting, local government, system analysis, personnel or a closely related field. Major coursework in education, human resources development highly desirable.

The Division

The ESD (Employee Support and Development) function is one of five major functions performed by the Operations Division. The other functions are: support of Agency IT systems, management of all Agency contracts, support of Agency facilities and coordination of homeless services for the County. The Division has a reputation of being a highly collaborative, supportive and very busy place to work.



The Napa Valley

The Valley is also home to over 130,000 residents who share a strong sense of community and a legacy of preserving and protecting their rich agricultural heritage. Located in the heart of California's preeminent wine region, Napa County is also part of the dynamic San Francisco Bay Metropolitan Area. With its sunny Mediterranean climate and proximity to the mountains and the ocean, the County offers residents easy access to virtually unlimited shopping, dining, cultural and recreational opportunities.

Most of Napa Valley residents live in one of the County's five incorporated cities or towns, ranging from Napa, the County seat with a population of 74,000, to Yountville, with 3,280 residents. With its strategic location, natural and cultural resources, history of responsible land use planning and attractive quality of life, Napa County offers its residents the ideal mix of small town living and big city amenities.

Application Process

The final filing date: **September 3, 2014**

Please go to: www.napacountycareers.com for additional information regarding the recruitment and to access the online application materials. Please note that there are required supplemental questions that must be completed as part of the application process before the closing date of **September 3, 2014**.

Following the final filing date, applications will be screened for minimum qualifications. The review and screening of applicant's responses to the supplemental application question is scheduled to take place the week of September 29, 2014. Those most qualified applicants who pass both of the steps will be invited to participate in an oral interview tentatively scheduled for the week of **October 20, 2014**. Only the most qualified candidates will be invited to interview.



Napa County

A general law county, Napa County is governed by a five-member Board of Supervisors elected by district for four year terms. The Board of Supervisors appoints a County Executive Officer who is responsible for providing overall management for the County's operations, including day-to-day supervision of the County's appointed department heads.

The County has a General Fund budget of over \$176 million, and has enjoyed relative financial stability in recent years compared to many other agencies. The County's 1,300 employees provide services to the public through 18 departments - 5 managed by elected officials and the remainder managed by a department head appointed by the Board of Supervisors based on the recommendation of the County Executive Officer. County services include land use permitting, road maintenance, social services, public safety, elections, public health, environmental management, airport operations, library services, emergency operations and dozens of other programs that benefit County residents. As an organization, the County is dedicated to improving the lives of its citizens and reflecting the best of the community's values: integrity, accountability and service.

Compensation and Benefits

Annual salary range: \$87,256.00 - \$104,540.80

The County also offers an outstanding benefit package that includes:

- **Vacation** - 15 - 26 days of vacation annually based upon years of service. Prior government service may be credited toward accrual.
- **Sick Leave** - 12 days earned per year.
- **Holidays** - 11 paid holidays per year.
- **Management & Personal Leave** - 80 hours of management and 19 hours of personal leave credited per fiscal year.
- **Medical Insurance** - Choice of seven CalPERS medical plans. The County makes a significant contribution toward the premium.
- **Dental Insurance** - Choice of two Delta Dental plans. County pays full premium.
- **Life Insurance** - One year's salary provided by the County with an option to purchase additional insurance.
- **Retirement** - The County participates in the California Public Employees' Retirement System (CalPERS) offering 2% @ 60 for current members of CalPERS from another agency (or reciprocal agency), and 2% @ 62 for new members.
- **Deferred Compensation** - A choice of a 457 and/or a 401a plan with a County match.
- **EAP** - County-paid Employee Assistance Program.