

Napa County

Is seeking applicants for the position of

Deputy Director of HHSA – Administrative Services

Working Title:

Chief Operations Officer /Dep. Dir. of HHSA - Operations



A Tradition of Stewardship
A Commitment to Service



The Position

Napa County Health and Human Services Agency (HHSA) is committed to being the best integrated agency in the state providing coordinated service delivery in the areas of public health, child welfare, mental health, alcohol and drug, self-sufficiency and older and disabled adults. HHSA is also committed to operational excellence in support of the programs and services delivered to our community and clients most in need. We hire qualified and diverse staff, and empower them to do their best work in a positive, supportive, and mutually accountable environment.

HHSA seeks a forward-thinking, creative and innovative leader who possess a strong commitment to the mission of the Agency, exemplifies core principles of ethics and integrity, and is truly dedicated to serving the Napa community by helping those most in need. This position functionally serves as a Chief Operations Officer responsible for providing the backbone of administrative support to HHSA in a wide array of areas. This Executive Leadership position, directs, manages, supervises, and coordinates the activities and operations of the Operations Division within HHSA, including employee support services in the area of performance management, recruitment support, payroll and timekeeping, labor relations (in conjunction and coordination with County Human Resources), privileging and credentialing of staff, civil rights coordination, training and organizational development, facilities management, including oversight of the on-site cafeteria, safety coordination, in-house application support services, coordination of responding to Public Records Act requests, and other agency-wide operational infrastructure; coordinates assigned activities with other divisions, departments, and outside agencies. This position serves as a member of HHSA's Executive Leadership Team, and provides highly responsible and complex administrative and operational support to the Director of Health & Human Services.

The ideal candidate profile:

- Experience serving on an executive leadership team, co-leading a diverse organization in a responsible and accountable manner.
- Significant experience leading, managing, and supervising staff; and the ability to serve as a role model and organizational excellence within the division and HHSA.
- Significant experience designing and managing highly effective internal operations of a complex company.
- Experience working collaboratively and in a mutually accountable manner with other departments or areas in furtherance of improved operational excellence.

- Experience in performance management, recruitment, labor relations privileging and credentialing, data systems, civil rights management, training and organizational development, facilities management, public records act, and overseeing highly effective internal operations in support of HHSA programs and their staff.
- Leadership skills that inspire employees while creating a positive, empathetic, and inclusive learning environment where structures and processes support and guide staff work.
- Strong organizational/systems perspective, strong project management abilities, strong analytical skills, and strong administrative skills.
- Experience with the development and management of complex budgets
- Experience in organizational development and training with an emphasis on diversity, equity and inclusion, and the various skills and competencies needed for the efficacious delivery of services provided by a health and human services agency.
- Familiarity with the laws and rules governing the administration of a health and human services agency, and the ability to further the importance of compliance with said requirements.

Health & Human Services Agency and the County

HHSA is the largest department within the County with approximately 470 employees, and is comprised of six program service divisions and three administrative divisions. The program divisions are Mental Health, Child Welfare Services, Comprehensive Services for Older Adults, Self Sufficiency Services, Alcohol and Drug Services, and Public Health. The three administrative divisions include Operations, Fiscal, and Quality Management. HHSA takes a broad-based integrated approach to serving the diverse communities that make up the County with the goal of building healthy and self-sufficient individuals and families.

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 \$195 million, and has enjoyed relative financial stability in recent years. The County's 1,500 employees provide services to the public through 17 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. As an organization, the County is dedicated to improving the lives of its citizens and reflecting the best of the community's values: Respect, Accountability, Dedication, Integrity and Innovation.

The Napa Valley

The Valley is home to over 140,000 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 80,000, to Yountville, with 2,900 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.

Required Experience & Education

- Six years of increasingly responsible professional experience in public administration, management information systems, fiscal, or budgetary program including four years of administrative and supervisory responsibility and experience in a government setting.
- A Bachelor's degree from an accredited college or university with major course work in public administration organizational development, business administration or a related field. An advanced degree is desirable.



The Application Process

The final filing date: November 4, 2020 @ 5 pm

For more information, or to apply, please visit our website at www.napacountycareers.com, and click on the "apply" button on the job bulletin.

An online application must be completed. Candidates must attach a cover letter, resume, and three to five professional references to their online application and must answer the supplemental questions for it to be considered complete.

Following the final filing date, applications will be screened for minimum qualifications. Those most qualified applicants will be invited to participate in a phone screening. Those that pass the phone screening will be invited to an oral interview, tentatively scheduled the week of November 16, 2020. Only the most qualified candidates will be invited to interview.

Compensation & Benefits

Annual Salary Range: \$122,116 - \$148,449

The County also offers an outstanding benefit package that includes:

- **Retirement:** The County participates in the California Public Employees' Retirement System (CalPERS); the benefit is 2% @ 60 for current members and 2% at 62 for new members. Individual employee participation is mandatory. The County does not participate in Social Security.
- **Deferred Compensation:** Voluntary plan, eligible for annual employer match up to \$1,000.
- **Vacation:** Fifteen (15) to twenty-nine (29) days annually based upon years of public service. Prior government service may be used in calculating vacation accrual rate.
- **Sick Leave:** Twelve (12) days annual sick leave with unlimited accrual.
- **Holidays:** Twelve (12) paid holidays per year.
- **Personal Leave:** Nineteen (19) hours credited during the first pay period of the calendar year (prorated based on date of hire).
- **Management Leave:** Eighty (80) hours per calendar year (Prorated based on date of hire. Sixty (60) hours convertible to cash).
- **Medical Insurance:** Choice of ten (10) CalPERS health plans with the County making a significant contribution toward the premium for employee and dependents.
- **Life Insurance:** Equal to one times annual salary provided by the County with an option to purchase additional insurance.
- **Short-Term & Long-Term Disability:** Two-thirds (2/3) of current salary paid.
- **Dental Insurance:** Choice of two (2) Delta Dental plans with the County paying the premium for employee and their dependents.
- **Vision Insurance:** Two (2) plans offered with the employee paying premium for coverage.
- **Employee Assistance Program:** The County-paid Employee Assistance Program.
- **Cell Phone/PDA:** The County also offers a cell phone/PDA allowance.