



Contra Costa County

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invites your interest for the position of

**DIRECTOR OF EMPLOYMENT
AND HUMAN SERVICES**

The County of Contra Costa

Located in northern California, Contra Costa County covers approximately 733 square miles extending from the northeastern shore of San Francisco Bay east to San Joaquin County. With a population of just over 1 million residents, the County is among the ten most populous counties in California and home to one of the State's most ethnically, culturally, and socioeconomically diverse populations. It has one of the fastest growing work forces among Bay Area counties, with growth in its employment base being driven by the need to provide services to an increasing population and the presence of relatively high-wage skilled jobs.

The County contains 19 incorporated cities and includes a variety of urban, suburban, industrial, agricultural, and port areas. Substantial portions of the County are served by the San Francisco Bay Area Rapid Transit (BART), which has contributed to significant residential and commercial development. Contra Costa is home to numerous attractions, including wildlife refuges, state parks, historic sites, and a variety of museums. Mount Diablo, a 3,849-foot peak at the north end of the Diablo Hills, is popular with outdoor enthusiasts, as are hiking, biking, horseback riding, boating, and other activities. The wine country of Napa and Sonoma Counties, picturesque seaside communities such as Carmel and Monterey, and the Sierra Lake Tahoe region are all within driving distance of Contra Costa.

Several prestigious public and private academic institutions are also located nearby, including Stanford University, University of California at Berkeley, University of San Francisco, University of the Pacific, San Jose State University, and California State University, East Bay. One of California's best community college systems is also located in Contra Costa County.

County Government and the Employment & Human Services Department

Contra Costa County was created in 1850 as one of the 27 counties formed at the time of California's statehood. The County Seat and County's Administrative Offices are located in the City of Martinez. Contra Costa County is governed by an elected five-member Board of Supervisors and includes a variety of citizen commissions, committees, and other entities that advise the

Board and County staff of issues and policy. The County Administrator is responsible for the day-to-day operations of the County, including overseeing implementation of Board directives; planning, monitoring, and overseeing County operations; supervising appointed Department Heads; and preparing the annual budget, among other tasks.

The County provides a full range of services through 27 County departments divided into the service areas of Public Protection, General Government/Municipal Services, Health and Human Services, and Special Districts and Authorities. It has more than 10,000 employees and a total FY2021/22 budget of over \$4 billion with a General Fund of \$1.85 billion.



The Employment & Human Services Department (EHSD) is committed to promoting the social and economic self-reliance of individuals and families through personal responsibility and self-sufficiency by providing a variety of services and programs aimed at improving the lives of children, adults, families, and the elderly. EHSD is the second largest department in Contra Costa County with programs and services offered throughout the County by 1817 staff members. Its Bureaus include Children & Family Services, Aging & Adult Services, Workforce Services, Community Services, the Workforce Development Board and Administrative Services.

The Position and Ideal Candidate

The Director of Employment & Human Services operationally reports to the CAO, with the Board of Supervisors serving as the appointing authority for the position. The Director is responsible for planning, organizing, coordinating, and directing all public assistance activities and human services provided by EHSD. This includes developing and administrating the annual budget; providing recommendations, proposals, program requirements and general informational updates to the CAO and Board of Supervisors; and representing the County to various state and county entities regarding human service programs.

The return of staff members to the workplace following the pandemic requirement to work from home, and mandatory vaccination requirements for employment are immediate focus for this role. Safety issues, policy implications, service delivery considerations, and technology solutions will need to be addressed and reconciled in creating an effective work model during the coming months. Ongoing financial considerations will also be a compelling issue as program budgets have been augmented by ARPA funds in providing additional critical services for the community. ARPA will sunset in 2024 requiring alternative methods to address this diminishing funding stream for those community needs. Expanding organizational capacity remains a priority. Recruitment and retention efforts need significant attention as staffing levels remain under budgeted headcount in a competitive hiring market.



An ongoing priority is the need for Contra Costa and all counties statewide to migrate to a single, integrated human services software system called CalSAWS by October 2022. This will require major changes to current business processes, operational workflows, and tracking and reporting tools. These ongoing efforts require innovative and creative solutions in the workplace along with ongoing coordination and collaboration with various county departments, the state and other constituents in efforts to successfully implement the various changes.

The ideal candidate will be an exceptional leader who is relationship based, focused on measurable and meaningful results, emphasizes mentorship and staff development, and has the practical ability to solve complex organizational and operational challenges.

Excellent communication and public speaking skills, a great sense of diplomacy, financial and political acumen, and a high level of self-initiative are also expected in this assignment. The Director must also be adept at managing competing demands, multiple priorities, and have a passion for public service. The successful candidate will possess a value system that engenders trust and confidence, and embodies a commitment to racial equity, diversity, and inclusion. A rich experience base in managing human/social service programs and services is essential for this role. Leadership experience in dealing with labor unions and changing working environments as a result of the efficient delivery of public services. This position requires a baccalaureate degree from an accredited college or university with a major in behavioral science, social services, business or public administration, finance, or a closely related field along with six (6) or more years of experience as a county Human Services Director or Assistant/Deputy Director; or an equivalent classification, with increasing responsibility for the administration of a diverse public human services program or organization. A Master's degree in social work, business or public administration from an accredited college or university may be substituted for two (2) years of qualifying administrative experience.

Compensation and Benefits

The salary range for this position is \$211,774 - \$257,413 annually, DOQ. The County offers a competitive benefits program that includes the following:

- ◆ Retirement - The County pays the employer contribution to CCCERA, a 1937 Act defined benefit retirement plan, which has reciprocity with other 1937 Act county retirement systems, CalPERS and systems with CalPERS reciprocity. Employee contributions are based on a percentage of pensionable compensation. The County also participates in Social Security and Medicare.
- ◆ Health Insurance - A variety of medical, dental, and vision plans are offered.
- ◆ Long Term Disability - County paid program.
- ◆ Vacation Leave - Initial monthly accrual rate is 10 hours, up to maximum accumulation of 240 hours.
- ◆ Sick Leave - Monthly accrual is 8 hours.
- ◆ Annual Management Administrative Leave - 94 non-accruable leave hours are credited each January 1st (prorated for those hired after January 1st).
- ◆ Personal Holiday Credit - Accrual of 2 hours each month, up to 40 hours.
- ◆ Holidays - 10 holidays per year.
- ◆ Executive Professional Development Reimbursement - Eligible for reimbursement of \$925 each 2-year period for qualifying expenses, including the purchase of job-related technology devices or software. An additional \$750 per fiscal year is available through Career Development Training, which requires some cost sharing.
- ◆ Deferred Compensation Plan - County contributes \$85, plus an additional \$150 per month upon qualifying employee contributions to a 457 plan.
- ◆ Executive Life Insurance Program
- ◆ Management Longevity Pay.



The Process

If you are interested in pursuing this desirable career opportunity, please visit the Avery Associates Career Portal on our website at www.averyassoc.net/current-searches/ to upload your letter of interest, resume, and contact information, including email addresses for five work-related references (who will not be contacted until after an interview takes place).

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The final filing date for this recruitment is January 3, 2022.



If you have any questions regarding this position, please feel free to contact Paul Kimura at 408.399.4424 or by email: paulk@averyassoc.net or Bill Lopez at 408.888.4099 or by email: williaml@averyassoc.net.