



Contra Costa County

Contra Costa County
invites your interest for the position of
**EMPLOYMENT & HUMAN
SERVICES -
CHIEF FINANCIAL OFFICER**

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 based 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 FY2022/23 budget of over \$4.4 billion with a General Fund of \$2.04 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 partnering with the community to provide a variety of services and programs aimed at improving the lives of children, adults, families, and the elderly. Based on the core values of delivering an exceptional customer experience, encouraging open communication, embracing change, practicing ethical behavior, and embracing diversity, EHSD envisions Contra Costa County will continue to be a thriving community where all individuals and families can be healthy, safe, secure, and self-sufficient.

EHSD is the second largest department in Contra Costa County with programs and services offered throughout the County by more than 2,000 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 Employment and Human Services Chief Financial Officer (CFO) will report to the Chief Deputy Director of Employment and Human Services and is expected to advise the Employment and Human Services Director and the Department's Executive Team regarding accounting and budgeting policies and procedures while maintaining efficient control and utilization of financial resources. The CFO will be responsible for the development, review, revision, and implementation of policies and procedures for the Employment and Human Services Department's financial operations. As the head of the finance division, responsibilities for this position include fiduciary oversight of all financial transactions, strategically recommending revenue enhancements and management of a highly complex budget with multiple, interdependent funding sources. This position will oversee the development, implementation and monitoring of a \$550M budget. The position will oversee a staff of about 50 including eight direct reports.

There are several key areas of focus for the CFO. There will be a county wide migration to the Workday financial system in April 2023 plus the new CalSAWS implementation is scheduled to go live in February 2023. Both efforts will have major impacts to the financial operations and will require significant administrative process adjustments. A continual priority

is the oversight required for administration of a multitude of service contracts, and the completion of numerous financial audits related to both year-end close and to monitoring of state and federal service reimbursements. The CFO will also have a heavy tracking and reporting responsibility in the preparation and evaluation of various analytics used by EHSD in monitoring its performance. Organizationally, the CFO must expand staff capacity through professional development efforts and promoting cross functionality in all areas.



With the multitude of challenges related to this role, the ideal candidate will be an excellent leader and strong manager that effectively partners with his/her peers, staff and the department and county leadership team. A collaborative, team-oriented management style is essential as the position works extensively with the CAO's office along with

financial officers in other agencies to develop funding strategies that enhance the long-term viability of programs operated by the Department. The CFO must have a strong commitment to customer service initiatives, combined with an open mind and analytical mindset that allows him/her to adapt to a fluid environment and to create business models beyond pure accounting only. The range of administrative responsibilities requires the proven ability to administer the preparation of complex and detailed claiming systems and reports towards maximizing and accurately claim state, federal, and grant program funding while ensuring compliance with federal and state programs, rules, and regulations. There are roughly 200 to 300 contracts managed by this department including those with service providers, software vendors, and consultants. Additionally, the new incumbent will be expected to learn and understand the legislative environment that accompanies social services financing.

The required background for this role includes at least four (4) years of full-time management or supervisory experience with responsibility for fiscal operations, financial planning, budget development, or governmental accounting, for a division or department of a public human services agency. A Bachelor's degree from an accredited college or university with a major in Business or Public Administration, Accounting, Finance, or a closely related field. A Master's degree in Business/Public Administration or current CPA may be substituted for the one year of the required experience. Possession of a Certified Public Accountant Certificate (CPA) or Chartered Financial Analyst Certificate (CFA) is highly desirable.

Compensation and Benefits

The salary range for this position is \$133,715.28 - \$170,658.36 annually, DOQ. Additionally, this position will receive an annual 5% COLA adjustment in July for the next three (3) years. 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 subsidized 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-accrualable 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 paid 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 has been extended to January 6, 2023.



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. For more information on the County of Contra Costa, visit its website at www.contracosta.ca.gov.