

## CLASS SPECIFICATION

Yuba County

June 2007

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**CLASS TITLE:** Deputy Director of Health and Human Services

**FLSA STATUS:** Exempt

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### **JOB SUMMARY:**

Assists the Director of Health and Human Services in planning, organizing and administering County-wide programs covering major functional areas of the Health and Human Services Department, and performs related work as assigned.

### **CLASS CHARACTERISTICS:**

This management class is responsible for managing Health and Human Services administrative, program or financial functions, depending on assignment. Responsibilities include fiscal and related strategic planning and performance management in a manner that supports departmental program development and decision making and acting as a liaison with other County departments and agencies that have a regulatory or shared interest in service provision with the Health and Human Services Department. This class is distinguished from the Human Services Department Director in that the latter has overall management responsibility for all departmental activities and functions and establishes department vision, goals, policies, practices and procedures.

### **EXAMPLES OF DUTIES:**

#### **Essential:**

- Provides day to day supervision over all divisions and special support functions.
- Manages, plans, organizes, administers, reviews and evaluates the activities of County and contract staff through subordinate levels of supervision; evaluates program effectiveness and modifies accordingly.
- Assists in developing and directing the implementation of goals, objectives, policies, procedures and work standards for the department or assigned functional area.
- Prepares and directs the preparation and administration of multiple budgets for the department.
- Assists in the development of funding sources and oversees the submission of grant applications and the administration of grants, including the timely submission of required program, audit and financial reports.
- Ensures that departmental functions comply with applicable federal, state and local laws and ordinances.
- Provides for the training and professional development of staff.
- Confers with and represents the County in meetings with community agencies and groups, service providers and other governmental agencies; interprets laws and regulations and resolves complex administrative and service provision problems within the required laws, regulations and standards.
- Monitors changes in laws, regulations, programs and techniques in all functional areas; evaluates their effect upon County activities; recommends and implements policy and procedural changes as appropriate.
- Prepares and directs the preparation of staff reports and exhibits regarding existing and proposed program activity and service delivery effectiveness.
- Prepares and directs the maintenance of accurate records and files; prepares informational materials, correspondence, reports and other written materials.

**Important:**

- Coordinates assigned departmental activities with those of other County service provision staff.
- Uses standard office equipment, including a computer, in the course of the work; drives a motor vehicle to attend meetings and inspect various sites.

**QUALIFICATIONS:**

**Knowledge of:**

Principles, practices and procedures of management and administration, including goal setting, program development, implementation and evaluation, and employee supervision.  
Principles, practices and procedures related to the development and implementation of a comprehensive public program.  
Principles, practices and funding sources related to the provision of a variety of social or health services to the community.  
Geographic, socio-economic, transportation, political and other elements related to the provision of services in the assigned area.  
Analytical and report preparation techniques related to the funding and service evaluation of human services, health services.  
Applicable laws, codes and regulations.  
Techniques for making public presentations.  
Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds.

**Skill in:**

Managing and supervising a large and diverse work force.  
Planning, organizing and administering a comprehensive direct client service program.  
Developing and implementing goals, objectives, policies, procedures and work standards.  
Overseeing and performing complex problem definition and resolution activities.  
Planning, supervising, reviewing and evaluating the work of staff through subordinate levels of management.  
Providing for the professional development and training of others in policies and procedures related to the work.  
Interpreting, applying and explaining complex laws, ordinances, rules and regulations.  
Preparing and directing the preparation of clear and concise staff reports, policies, procedures, correspondence, draft ordinances and other written materials.  
Using initiative and independent judgment within general policy guidelines.  
Representing the department and the County and coordinating activities with members of other departments, public agencies and community service organizations.  
Making effective public presentations.

**Physical Demands:**

- Mobility to work in a typical office setting, use standard office equipment, and to drive a motor vehicle in order to visit various sites throughout the community and attend meetings.
- Vision to read printed materials and a computer screen for prolonged periods of time.
- Hearing and speech to communicate in person or over the telephone.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

**Licensing and Certification:**

- Possess a valid California Class C driver's license.

**Background:** The minimum and preferred requirements are listed below:

**Minimum:** Bachelor's Degree from an accredited four year college or university in Business, Business Administration, Economics, Finance, Human Services, Public Administration, Social Work, Social Services or a field related to the work AND five years experience as a manager in a human service or other public agency. Additional graduate-level education, as described above, may be substituted for the experience on a 1 semester unit education for 0.4 months experience, up to a maximum of two years experience.

**Preferred:** In addition to the minimum, a Master's degree as previously defined and additional years of extensive managerial experience in a human service agency.

**This class specification lists the major duties and requirements of the job. Incumbent(s) may be expected to perform job-related duties other than those contained in this document.**

Dept Initials: \_\_\_\_\_  
Date: \_\_\_\_\_

Personnel Initials: \_\_\_\_\_  
Date: \_\_\_\_\_