

## CLASSIFICATION SPECIFICATION



<b>CLASSIFICATION:</b>	Deputy Director of Health and Human Services	<b>ESTABLISHED:</b>	Circa 2003
<b>ALLOCATION:</b>	Health & Human Services	<b>REVISED:</b>	August 2016
<b>FLSA STATUS:</b>	Exempt		
<b>UNION AFFILIATION:</b>	N/A - Management		

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### **JOB SUMMARY:**

Assist 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, including fiscal and related strategic planning and performance management in a manner that supports departmental program development and decision-making; act 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; and perform related duties as assigned.

This is the advanced managerial level in the Human Services series.

### **CLASS CHARACTERISTICS:**

This position reports directly to the Director of Health and Human Services. This class is distinguished from the Director of Health and Human Services in that the latter has overall management responsibility for the departmental activities and functions and establishes department vision, goals, policies, practices and procedures.

### **EXAMPLES OF DUTIES:**

#### **Essential:**

- Provide day-to-day supervision over assigned divisions and special support functions.
- Manage, plan, organize, administer, review and evaluate the activities of County and contract staff through subordinate levels of supervision; evaluate program effectiveness and modify accordingly.
- Assist in developing and directing the implementation of goals, objectives, policies, procedures and work standards for the department or assigned functional areas; implement policy and procedural changes as required.
- Prepare and direct the preparation and administration of multiple budgets for the department.
- Assist in the development of funding sources and oversee the submission of grant applications and the administration of grants, including the timely submission of required program, audit and financial reports.
- Ensure that departmental functions comply with applicable federal, state and local laws and ordinances.
- Provide for the training and professional development of staff.
- Confer with and represent the County in meetings with community agencies and groups, service providers and other governmental agencies.
- Interpret laws and regulations and resolve complex administrative and service provision problems within the required laws, regulations and standards.
- Monitor changes in laws, regulations, programs and techniques in all functional areas; evaluate their effect upon County activities; recommend and implement policy and procedural changes as appropriate.
- Prepare and direct the preparation of staff reports and exhibits regarding existing and proposed program activity and service delivery effectiveness.
- Prepare and direct the maintenance of accurate records and files; prepare informational materials, correspondence, reports and other written materials.

#### **Important:**

- Comply with all County equipment and safety policies and procedures, and California Occupational Safety and Health Administration (CalOSHA) rules and regulations.
- Coordinate assigned departmental activities with those of other County departments.
- Use standard office equipment, including a computer, in the course of the work; drive a motor vehicle to attend meetings and inspect various sites.

## **EMPLOYMENT STANDARDS:**

### **Knowledge of:**

- Principles and practices of leadership, motivation, team building and conflict resolution.
- Principles, practices and procedures of management and administration, including goal setting, program development, implementation, performance evaluation and employee supervision.
- Principles, practices and procedures related to the development and implementation of comprehensive public programs.
- Principles, practices and funding sources related to the provision of a variety of social and public health services to the community.
- Principles and practices of government budget development and administration, financial forecasting and analysis.
- Principles and techniques of fiscal management and budgetary control.
- Geographic, socio-economic, 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, public health and related programs.
- Pertinent federal and state laws, regulations, legislative processes, practices and policies related to public health, public assistance and human services programs.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone, often where relations may be confrontational or strained. .

### **Skill in:**

- Managing and supervising a large and diverse work force.
- Planning, organizing and administering comprehensive direct client service programs.
- Developing and implementing goals, objectives, policies, procedures and work standards.
- Overseeing and performing complex problem definition and resolution activities.
- Planning, supervision, 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.
- Monitoring and assessing the performance of one's self, other individuals, or processes to make improvements or take corrective action.
- Motivating, developing and directing people as they work; identifying the best people for the job.
- Identifying the development needs of others and coaching, mentoring, or otherwise helping others to improve their knowledge or skills.
- 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.
- Representing the department and the County and coordinating activities with members of other departments, public agencies and community service organizations.
- Using tact, discretion and prudence in dealing with those contacted in the course of the work.
- Bringing others together to reconcile differences.
- Making effective public presentations.

### **Ability to:**

- Listen carefully to what other people are saying, take time to understand the points being made, and ask questions as appropriate for clarification.
- Exercise initiative, ingenuity and sound judgment to solve difficult fiscal and administrative problems.
- Interpret, apply and explain applicable laws, codes and regulations.
- Analyze documents for compliance with Federal, State, County and industry standards.
- Take action on controversial issues that may conflict with personal values and interact with others in a non-judgmental manner.
- Communicate competently and effectively in writing and verbally as appropriate for the needs of the audience.
- Effectively use interpersonal skills in a tactful, patient and courteous manner.
- Work within a team framework, both as a leader and a member.

- Interact with others and demonstrate sensitivity to their needs in order to establish and maintain a supportive and professional working relationship.
- Maintain composure, keep emotions in check, control anger and avoid aggressive behavior, even in very difficult situations.
- Accept criticism and deal calmly and effectively with high stress situations.
- Instill individual accountability and responsibility by immediately responding to behavior.
- Read, understand, interpret, and apply contracts, ordinances, legislation, policies and procedures, directives and manuals.

**Physical Demands:** The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential function of the job, with or without accommodation. Prospective employees must complete a pre-employment medical exam (Occupational Group IV) which will measure the ability to:

- See well enough to read fine print and view a computer screen; speak and hear well enough to understand, respond, and communicate clearly in person and on the telephone; independent body mobility sufficient to stand, sit, walk, stoop and bend to access the work environment and a standard office environment; manual dexterity and sufficient use of hands, arms and shoulders to repetitively operate a keyboard and to write; and the ability to sit or walk for prolonged periods of time.
- Drive a motor vehicle in order to visit work sites throughout the community and attend meetings.

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

**Work Environment:**

- Generally a typical office environment.

**QUALIFICATIONS:**

The minimum and preferred requirements are listed below. While the following requirements outline the minimum qualifications, Human Resources reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Meeting the minimum qualifications does not guarantee further participation in selection procedures.

**Licenses and Certification:**

- The ability to obtain a valid California Class C driver's license within ten (10) days of employment; maintain throughout employment.

**Special Requirements:**

- Must successfully complete an extensive and thorough background investigation which may include Live Scan fingerprinting prior to hire.
- Attend meetings outside of normal working hours.
- Respond to emergency situations during weekends, holidays and other off-shift hours.
- DMV printout prior to hire.
- Must file annual statements of economic interest with the Yuba County Clerk/Recorder.
- Will be required to perform disaster service activities pursuant to Government Code 3100-3109.

**Education and Experience:**

**MINIMUM:** Bachelor's degree from an accredited college or institution in Business or Public Health Administration, Economics, Finance, Psychology, Social Work, Sociology or a field related to the work and five years of management/supervisory experience in a governmental setting. *Candidates with strong experience who lack the degree are encouraged to apply.*

**PREFERRED:** In addition to the minimum, an advanced degree in a related field as previously defined and management/supervisory experience in a social service agency or public health department, which has included budget development and administration; and program planning, implementation and administration.

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

Health & Human Services Approval:  
Date:

EEOC: A  
WC: 9410

Human Resources Approval:  
Date:

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_