

CLASS SPECIFICATION

Yuba County

June 2002

CLASS TITLE: Health & Human Services Department Director

FLSA STATUS: Exempt

JOB SUMMARY:

Plans, organizes and administers the programs, activities and operations of the County's Health and Human Services Department covering child and adult protective services, income maintenance, employment and training and related human services; oversees human services eligibility, employment and training; veterans assistance programs; public health education, clinics and in-home services, specific client direct service provisions and correctional facility health services through subordinate management levels; provides expert professional assistance to County management staff in areas of expertise; performs related work as assigned.

CLASS CHARACTERISTICS:

The Health & Human Services Department Director is appointed by and works at the direction of the County Administrative Officer as an "at will" employee. This position manages all human service, health, and veterans services functions. Responsibilities include liaison with other County departments and agencies that have a regulatory or shared interest in service provision with the Health and Human Services Department. The incumbent is accountable for accomplishing department goals and objectives and for furthering County goals and objectives within general policy guidelines.

EXAMPLES OF DUTIES:

Essential:

- Develops and directs the implementation of goals, objectives, policies, procedures and work standards for social services, health services, veterans services, and related functional areas.
- Oversees the preparation and administration of multiple budgets for assigned functional areas.
- Develops funding sources; oversees the submission of grant applications and the administration of grants, including the timely submission of required program, audit and financial reports.
- Ensures that all department functions comply with applicable federal, state and local laws and ordinances.
- Plans, organizes, administers, reviews and evaluates the activities of County and contract staff through subordinate levels of supervision; evaluates program effectiveness and modifies accordingly.
- Provides for the training and professional development of staff; oversees in-service training programs.
- Provides professional staff assistance and coordinates the activities of management and supervisory staff and staff of other County organizations to ensure maximum client service delivery within program and resource guidelines and restraints.
- Prepares and directs the preparation of staff reports and exhibits regarding existing and proposed program activity and service delivery effectiveness.

- 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.
- Confers with and works closely with the development and presentation of cases of abuse and/or welfare fraud; testifies in court as required.
- Oversees the provision of departmental administrative support services, including fiscal record keeping and reporting and the automation of departmental functions.
- Prepares and directs the maintenance of accurate records and files; prepares informational materials, correspondence, reports and other written materials; prepares graphic materials for presentation.
- Monitors changes in laws, regulations, programs and techniques in human service provisions; evaluates their effect upon County activities; recommends and implements policy and procedural changes as appropriate.

Important:

- Coordinates 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 and practices of leadership, motivation, team building and conflict resolution.

Principles, practices and techniques of dealing effectively with appointed and elected officials of the County and other governmental jurisdictions.

Principles, practices and funding sources related to the provision of a variety of services to the community.

Administrative principles and practices, including goal setting, program development, implementation and evaluation, and the supervision of employees.

Geographic, socio-economic, transportation and other elements related to the County service provision process.

Analytical and report preparation techniques related to the funding and service evaluation of human services, health and related programs.

Pertinent federal and state laws, regulations, legislative process, practices and policies related to public health, public assistance and human services programs.

Principles and techniques of fiscal management and budgetary control.

Techniques for making public presentations.

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:

Planning, organizing and administering the activities and operations of a multi-disciplinary management, professional, technical and clinical staff involved in complex and comprehensive programs.

Developing and implementing goals, objectives, policies, procedures and work standards.
Defining and analyzing problems and issues, identifying alternative solutions, projecting consequence of actions and implementation of recommendations.
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, 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.
Using tact, discretion and prudence in dealing with those contacted in the course of the work.
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:

- Ability to obtain a valid California Class C driver's license within thirty (30) days of employment.

Background: The minimum and preferred requirements for this position are described below:

MINIMUM: Equivalent to graduation from a four year college or university with major course work in business or public administration, social science, or a field related to the work and four (4) years of increasingly responsible management and supervisory experience in a governmental setting.

PREFERRED: Possession of an advanced degree in business or public administration, social science, or a field related to the work and ten (10) years of increasingly responsible management and supervisory experience in a governmental setting.

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.

Dept Initials: _____
Date: _____

Personnel Initials: _____
Date: _____