

THE COUNTY OF SANTA CRUZ

ANNOUNCES AN EMPLOYMENT OPPORTUNITY FOR **SENIOR HEALTH SERVICES MANAGER**

Open & Promotional

JOB # 15-PJ7-01

Salary: \$7,581 – 10,109 / Month

Bilingual (English/Spanish) Candidates Encouraged To Apply

SUPPLEMENTAL APPLICATION REQUIRED

APPLICATION DEADLINE: Friday, December 4, 2015

THE JOB: Under general direction, plan, organize, direct, and coordinate the activities of multiple Health Services programs and do other work as required. **The current vacancies are in Clinics and Public Health/Emergency Medical Services. The list established for this recruitment will be used to fill current and future part-time, full-time, temporary, and substitute vacancies during the life of the eligible list.**

REQUIREMENTS: Any combination of education, training and experience that would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- Possession of a Bachelor's degree from an accredited college or university in health care administration, a public health field, health science, nursing, psychology, social work, marriage and family counseling, life sciences or physical sciences, or in a management field, such as public or business administration. Some positions may require a Master's degree pursuant to state law.

AND

- Three (3) years of supervisory or management experience in the specific program area to which the position is assigned.

SPECIAL REQUIREMENTS: License Requirement: All positions require possession and maintenance of a valid California Class C Driver License or the ability to provide suitable transportation approved by the appointing authority. Some positions require one of the following licenses or certificate issued by the State of California: Clinical Psychologist, Registered Nurse, Public Health Nurse, Clinical Social Worker, or Marriage Family and Child Counselor. If licensed in another state, State of California licensure must be obtained within eighteen (18) months from the date of employment. **Please include any licenses or certificates in your application.**

Special Working Conditions: All assignments: Exposure to infections which may cause chronic disease or death may occur in the course of physical intervention to control client behavior and contact with potentially hostile or violent individuals. **Juvenile Hall and Acute/Emergency Services assignments:** Exposure to noise, such as people yelling. **Children's Service assignment:** Exposure to disturbing material, such as photos of abused children.

Knowledge: Working knowledge of theories, principles, goals and objectives of health programs and administration; principles, practices, funding sources, laws and regulations, and administrative requirements in the program area to which assigned; principles, practices and techniques of program planning, development and evaluation; principles and procedures of budget preparation and monitoring, including budgets involving grants, contracted services, and State and Federal funding; principles, and techniques of supervision and management; techniques of contract negotiation and monitoring; social, economic, cultural and other issues impacting assigned program area; current developments, community resources, and medical resources in the program to which assigned and information systems and software to support program area.

Ability to: Plan, organize, coordinate, and evaluate complex program activities and diverse staff; train, supervise, evaluate the work of a multi-disciplinary professional and technical staff; direct and coordinate program activities; prepare and present a variety of periodic and special reports of both a professional and administrative nature; develop and monitor short and long range budget plans that accurately reflect program needs; identify the need for, and develop proposed changes in current program practices, policies, and procedures; analyze, evaluate and develop specialized programs, grants or contract request; apply accepted management principles and techniques to problems and issues; build coalitions among groups with differing needs and objectives; analyze and evaluate data and information, and make appropriate recommendations; establish and maintain effective working relationships with a variety of individuals and groups; communicate effectively in both oral and written forms, and convey complex and technical terminology and concepts in an understandable manner and use a range of computer software.

Personnel Department, 701 Ocean Street, Room 310, Santa Cruz, CA 95060

Apply online at: www.santacruzcountyjobs.com

EQUAL OPPORTUNITY EMPLOYER

THE EXAMINATION: Your application and supplemental application will be reviewed to determine if you have met the education, experience, training, and/or licensing requirements as stated on the job announcement. If you meet these criteria and are one of the best qualified, you may be required to compete in any combination of written, oral and/or performance examinations or a competitive evaluation of training and experience as described on your application. You must pass all components of the examination to be placed on the eligible list. The examination may be eliminated if there are ten or fewer qualified applicants. If the eligible list is established without the administration of the announced examination, the life of the eligible list will be six months, and your overall score will be based upon an evaluation of your application. If during those six months it is necessary to administer another examination for this job class, you will be invited to take the examination to remain on the eligible list.

HOW TO APPLY: Apply online at www.santacruzcountyjobs.com or mail/bring an application to: Santa Cruz County Personnel Department, 701 Ocean Street, Room 310, Santa Cruz, CA 95060 or Personnel Department, 1430 Freedom Blvd, Suite 101, Watsonville, CA, 95076. For information, call (831) 454-2600. Hearing Impaired TDD# (831) 454-2123. Applications will meet the deadline if: 1) received in the Personnel Office by 5:00 p.m. on the final filing date or 2) submitted online before midnight on the final filing date. **Following a review for minimum qualifications, applicants who are selected to move forward in the recruitment process will be notified that they must submit a completed conviction history questionnaire in order to continue to the examination phase of the process.**

Women, minorities and people with disabilities are encouraged to apply. If you have a disability that requires test accommodation, please call (831) 454-2600.

To comply with the 1986 Immigration Reform and Control Act, Santa Cruz County verifies that all new employees are either U.S. citizens or persons authorized to work in the U.S.

Some positions may require fingerprinting and/or background investigation.

The supplemental questions are designed specifically for this recruitment. Applications received without the required supplemental information will be screened out of the selection process. Employment experiences referred to in your responses must also be included in the Employment History section of the application. Your response to each question should be limited to one single-spaced, typewritten page.

1. Please describe your working experience in a public health setting. Specify what programs you've worked with and what your role was.
2. Please describe your direct supervisory experience and experience supervising other managers.
3. Describe your experience adhering to State & Federal regulations while working with various stakeholders with diverse priorities.

EMPLOYEE BENEFITS:

VACATION – 16 days 1st year, increasing to 31 days per year after 15th years service. Available after 1 year service.

ADMINISTRATIVE LEAVE – One week advanced upon appointment; two weeks accrued each year; can be taken in cash or time off.

HOLIDAYS – 12.5 paid holidays per year.

SICK LEAVE – Six days per year; after 6 months.

BEREAVEMENT LEAVE – 3 days paid in California, 5 days paid out-of-state.

MEDICAL PLAN – The County contracts with PERS for a variety of medical plans. For most plans, County contributions pay a majority of the premiums for employees and dependents.

DENTAL PLAN – County pays for employee and dependent coverage.

VISION PLAN – County pays for employee coverage. Employee may purchase dependent coverage.

RETIREMENT AND SOCIAL SECURITY – Pension formula 2% at age 60 or 2% at age 62 as determined based on provisions of the CA Public Employees' Pension Reform Act of 2013(PEPRA). Pension benefit determined by final average compensation of three years. County pays a portion of retirement contribution and participates in Social Security.

LIFE INSURANCE – County paid \$50,000 term policy. Employee may purchase additional life insurance.

LONG TERM DISABILITY PLAN – Plan pays 66 2/3% of the first \$13,500, up to \$9,000 per month maximum.

DEPENDANT-CARE PLAN – Employees who make contributions for child or dependent care may elect to have their contributions made utilizing "pre-tax dollars."

H-CARE PLAN – Employees who pay a County medical premium share of cost may elect this pre-tax program.

HEALTH CARE FLEXIBLE SPENDING ALLOWANCE (HCFSA) – Employees may elect this pre-tax program to cover qualifying health care expenses.

FLEXIBLE HEALTH ALLOWANCE (FHA) – A portion of the County's contribution to employee health insurance that allows employees to have health plan purchase options. Employees who are enrolled in a County medical plan can participate in this program.

DEFERRED COMPENSATION – A deferred compensation plan is available to employees.

AUTOMATIC CHECK DEPOSIT – Required for all employees in this bargaining unit.

NOTE: The provisions of this bulletin do not constitute an expressed or implied contract.