



LASSEN COUNTY

Health and Social Services Department

G5

- ☒ **HSS Administration**
1345 Paul Bunyan Road, Ste B
Susanville, CA 96130
(530) 251 - 8128
- ☐ **Public Guardian/Administrator**
1345 Paul Bunyan Road, Ste B
Susanville, CA 96130
(530) 251 - 8337
- ☐ **Housing & Grants**
1445 Paul Bunyan Road, Ste B
Susanville, CA 96130
(530) 251 - 8309
- ☐ **Behavioral Health**
555 Hospital Lane
Susanville, CA 96130
(530) 251 - 8108
- ☐ **Public Health**
1445 Paul Bunyan Road, Ste B
Susanville, CA 96130
(530) 251 - 8183
- ☐ **Community Social Services**
1400 Chestnut Street, Ste A
Susanville, CA 96130
- LassenWORKS**
1616 Chestnut Street
Susanville, CA 96130
(530) 251 - 8152
- Child & Family Services**
1600 Chestnut Street
Susanville, CA 96130
(530) 251 - 8277
- Adult Services**
1400 Chestnut Street, Ste B
Susanville, CA 96130
(530) 251 - 8158
- Family Solutions/Wraparound**
1400 Chestnut Street, Ste C
Susanville, California 96130
(530) 251 - 8340

Mailing Address:
PO Box 1180
Susanville, California 96130

Date: August 12, 2025

To: Tom Neely, Chairman
Lassen County Board of Supervisors

From: Danielle Sanchez, Personnel Coordinator
Health and Social Services

Subject: Revised Job Description Approval for Health and Social Services Agency Director.

Background:

In December 2022, the Lassen County Board of Supervisors approved a job description for the Health and Social Services (HSS) Agency Director that had a multi-level pay range based on Education. The former HSS Agency Director retired on June 1, 2025 and Administration has reviewed the current job description and would request that the following changes be made.

- Change the Range from 36/37/38 to a Range 36
 - The County does offer an Education Incentive that can be applied to this position and it better aligns with the other Department Head positions within the County based on the number of FTE's within HSS.
- Remove language on Page 3
 - The reasoning for this request is that employees with educational accomplishments that are above any job requirement shall be eligible to receive educational incentive.
- Add language on Page 4
 - Pursuant to County of Lassen Policy No. 19-01 - IRS Background Investigation Requirements - Access to Federal Tax Information approved by the Lassen County Board of Supervisors on June 27, 2023, this language must be added.

Fiscal Impact:

The Health and Social Services Fund/Budget 110/0721 may receive interfund and intrafund transfers from the following budgets to support this position.
Public Health Fund/Budget 110/0731 - General Admin Funding, Tobacco Fund/Budget 115/0733 - General Admin Funding, Behavioral Health Fund/Budget 110/0751 - General Admin Funding, Alcohol and Drug Fund Budget 110/0771 - General Admin Funding, Wraparound Fund/Budget 110/0754 - General Admin Funding, Community Social Services Fund/Budget 120/0852 - General Admin Funding

Action Requested:

- 1) Approve the Revised Health and Social Services Agency Director Job Description

MLK
8-6-25



COUNTY OF LASSEN
JOB DESCRIPTION

CLASS TITLE:	Health & Social Services Agency Director	CLASS CODE	HSS01
WORKING TITLE:	Director and/or Public Guardian/Administrator		
DEPARTMENT:	Health and Social Services Agency	UNIT	DH
REPORTS TO:	County Administrative Officer	FLSA STATUS	Exempt
BOARD APPROVAL	12/20/2022; PENDING APPROVAL	RANGE	36/ 38

DEFINITION

To plan, organize, direct, and review the activities and operations of the Departments and divisions within the Health and Social Services Agency, including Public Guardian/Administrator, Behavioral Health, Public Health, and Community Social Services. Coordinate assigned activities with other Departments and outside agencies;

DISTINGUISHING CHARACTERISTICS

This is an executive management level single position class. The Health and Social Services Agency Director is an at-will position. This position determines policy, manages personnel and budgets, develops programs and formulates operational objectives, and is responsible to manage and direct a variety of local, state, and federal programs with significant impact on community services. Within state legal requirements and broad County ordinances, policies, and procedural guidelines, the responsibilities of this position demand comprehensive knowledge and expertise in the delivery of health and human services, a high level of initiative, independent judgment, and discretion, as well as strong management skills to develop, administer, and direct the Agency staff and programs. This position will work closely and in collaboration with other State, County, and non-county organizations.

The Public Guardian/Administrator determines policy, manages personnel and budgets, develops programs and formulates operational objectives and is responsible to manage and direct assigned programs. Within state legal requirements and County ordinances, policies, and procedural guidelines, responsibilities of this position require comprehensive knowledge of the management of the financial business of clients.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the County Administrative Officer.

Exercises direct supervision over, Deputy Director, Department Heads and other administrative personnel within the Agency.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. (All duties may not be performed by all incumbents.) Other administrative duties may be assigned.

- Plan, organize, coordinate, and direct the programs, activities, and operations of the Agency; formulate policies and procedures concerning activities of the Agency; establish and maintain goals, objectives, and plans for carrying out the functions of the Agency.
- Coordinate activities of assigned Departments with those of other Departments and outside agencies and organizations; prepare and present staff reports and other necessary correspondence.



COUNTY OF LASSEN JOB DESCRIPTION

- Direct, oversee, and participate in the development of the Agency's work plan for assigned Departments and functions; assign work activities, projects, and programs; monitor work flow; review and evaluate work products, methods, and procedures.
- Supervise, participate in and ensure the development and administration of Health and Social Services budgets; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; implement adjustments, as appropriate.
- Administers the estate of county residents who die without a will or family in Lassen County; may include marshaling all assets, selling real or personal property, performing heir searches, and overseeing the distribution of the estate.
- Serve as conservator of a person and/or estate of individuals needing protective intervention.
- Through assigned Department Heads, select, train, motivate, and evaluate personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
- Appoint Deputy Director and Department Heads within the Agency.
- Advise the Board of Supervisors, County Administrative Officer, and/or appointive boards and commissions on long range planning where Agency services are concerned; negotiate, recommend, monitor, and evaluate services provided to the community.
- Implement improvements, determine and recommend plans for establishing new service programs or major changes in methods or levels of service delivery.
- Develop and implement plans and procedures to enhance revenue from State, Federal, fee, and other funding sources as appropriate.
- Review, evaluate, and make recommendations regarding changes in State laws and regulations that will have an impact on the delivery of community social services and establish plans to implement appropriate programs; advise the CAO of specific plans, costs, and recommendations for programs.
- Analyze and evaluate program results as related to objectives and policy guidelines; review program funding needs, formulate budget guidelines, and control program activities within budgetary limits or policies.
- Manage the preparation of the annual Agency budgets; justify fund requests and staff allocations; ensure that budget is administered within Board of Supervisors approved expenditure and revenue levels; and in cooperation with the County grant officer seek and apply for grant funding to improve or enhance the delivery of services.
- Establish and maintain liaison with representatives of State, Federal, and local agencies, and associations and commissions.
- Make public presentations before the Board of Supervisors, professional organizations, or public groups to provide information on Departmental programs and goals.
- Perform related duties as assigned.

MINIMUM QUALIFICATIONS REQUIRED

Education and Experience

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



Experience:

Six years of increasingly responsible experience in public health, behavioral health, or social services, including two years of significant administrative managerial experience working in a large public agency.

Training:

Equivalent to a bachelor's degree from an accredited college or university with major course work in Public Administration, Social Work, Psychology, or a related field.

~~Candidates that possess a Master's degree or Doctorate would qualify at Range 38.~~

Licenses and Certifications

Possession of, or ability to obtain, a California driver's license.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Principles and practices of Health and Social Services to include: rules, regulations, State and Federal program policies, and procedures.
- Principles and techniques of organization, administrative management, budget preparation, and fiscal control.
- Principles and practices of personnel administration, effective management, and training.
- Principles and procedures associated with hiring, evaluating, training, disciplining, and terminating employees.
- Organizational and management practices as applied to analysis and evaluation of programs, policies, and operational needs.
- Governmental codes, laws, rules, and regulations, legislative process, and practices and policies relating to health and social services programs.
- Communication and conflict resolution.
- Public information and contract administration.
- Intergovernmental relationships and regulations affecting community service delivery.

Ability to:

- Plan, direct, interpret, and evaluate the administration and operations of the Health and Social Services Agency.
- Analyze complex administrative and regulatory problems, evaluate alternatives and adopt effective courses of action.
- Select, orient, supervise, and evaluate subordinate Departmental personnel.
- Plan, direct, and coordinate the work of others; develop and provide effective training.
- Establish and execute Agency policies and procedures.
- Develop and implement short and long-range Agency goals and objectives.
- Administer a budget.
- Analyze situations accurately and take effective action.
- Prepare and present clear and concise correspondence, reports, and recommendations.
- Communicate effectively both verbally and in writing.
- Work cooperatively with other employees.
- Establish and maintain cooperative working relationships with staff, other Departments and agencies, the private sector, and the public.
- Use standard office computers for word processing and spreadsheets.



ADDITIONAL REQUIREMENTS

Travel within and outside of Lassen County may be required for meetings and training.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit. The employee is often required to travel to and make outside visits – occasionally on uneven surfaces with potential access barriers; to use hands to finger, handle, or feel; reach with hands and arms; and to stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision and hearing abilities required by this job include hearing and vision adequate to observe human interaction, and vision to input and access information from a computer system.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually quiet.

ADDITIONAL INFORMATION

[Government agencies accessing US government information, which include federal tax information must ensure that background investigation requirements for all agency employees and contractors that have access to federal tax information are consistent to the IRS background investigation requirements for access to federal tax information. Background requirements consist of three components, which include, fingerprinting, citizenship verification and local law enforcement checks. State agencies must conduct investigation during time of hire and ensure a reinvestigation is conducted 10 years from the date of the previous background investigation for each employee that has access to federal tax information.](#)