



LASSEN COUNTY

Health and Social Services Department

■ **HSS Administration**

1445 Paul Bunyan Road
Susanville, CA 96130
(530) 251-8128

□ **Grants & Loans Division**

1445 Paul Bunyan Road
Susanville, CA 96130
(530) 251-2683

□ **Behavioral Health**

555 Hospital Lane
Susanville, CA 96130
(530) 251-8108 / 8112
Chestnut Annex
1400-A & B Chestnut Street
Susanville, CA 96130
(530) 251-8112

□ **Patients' Rights Advocate**

1616 Chestnut Street
Susanville, CA 96130
(530) 251-8322

□ **Public Health**

1445 Paul Bunyan Road
Susanville, CA 96130
(530) 251-8183

□ **Environmental Health**

1445 Paul Bunyan Road
Susanville, CA 96130
(530) 251-8183

□ **Public Guardian**

720-A Richmond Road
Susanville, CA 96130
(530) 251-8337

□ **Community Social Services**

Lassen WORKS

P. O. Box 1359
720 Richmond Road
Susanville, CA 96130
(530) 251-8152

Business & Career Network

1616 Chestnut Street
Susanville, CA 96130
(530) 257-5057

Child & Family Services

1445 Paul Bunyan Road
Susanville, CA 96130
(530) 251-8277

Adult Services

720 Richmond Road
Susanville, CA 96130
(530) 251-8158

□ **HSS Fiscal**

P. O. Box 1180
Susanville, CA 96130

Date: March 6, 2017

To: Aaron Albaugh, Chair
Lassen County Board of Supervisors

From: Melody Brawley, Director
Health & Social Services

Subject: Revised Job Description for Director of Health & Social Services

Background:

As previously discussed, I intend to retire from my position as Director of the Health & Social Services Department August 25, 2017. CAO Richard Egan and I have discussed the need to recruit broadly for my replacement and to recruit early enough to ensure that the successful candidate can begin working in July and have the opportunity to "job shadow" for a reasonable period of time before my departure.

As is often the case, a review of the job description for the Director of Health & Social Services revealed that it required updating before recruitment could begin. Attached are both the proposed revised job description and the redlined version documenting the revisions. The revisions reflect the responsibilities of the job as it is today. The revisions have been reviewed and are recommended by Personnel Consultant Rick Haeg and CAO Richard Egan.

Fiscal Impact:

None.

Action Requested:

Approve revised job description for Director of Health & Social Services.





COUNTY OF LASSEN JOB DESCRIPTION

CLASS TITLE:	Director of Health and Social Services	CLASS CODE	HSS01
DEPARTMENT:	Health and Social Services Agency	UNIT	DH
REPORTS TO:	County Administrative Officer	FLSA STATUS	Exempt
BOARD APPROVAL	DRAFT	RANGE	36

DEFINITION

To plan, organize, direct, and review the activities and operations of the Departments and divisions within the Health and Social Services Agency, including Behavioral Health, Public Health, Environmental 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 Director of Health and Social Services 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.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the County Administrative Officer.

Exercises direct supervision over 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 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.

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.



COUNTY OF LASSEN JOB DESCRIPTION

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 Department Heads within the Health and Social Services 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

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.



COUNTY OF LASSEN JOB DESCRIPTION

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.

Education and Experience

To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge and abilities. A desirable combination is:

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.

Education:

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.

Licenses and Certifications

Possession of, or ability to obtain, a California driver's license may be required by the position.



COUNTY OF LASSEN JOB DESCRIPTION

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 stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 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.



COUNTY OF LASSEN JOB DESCRIPTION

CLASS TITLE:	Director of Health and Social Services	CLASS CODE	HSS01
DEPARTMENT:	Health and Social Services Agency	UNIT	DH
REPORTS TO:	County Administrative Officer	FLSA STATUS	Exempt
BOARD APPROVAL	DRAFT	RANGE	36

DEFINITION

To plan, organize, direct and review the activities and operations of the Departments ~~and divisions~~ within the Health and Social Services Agency, including ~~Mental Health, Alcohol and Other Drug, Public Guardianship/Conservatorship, Veterans Services, Family and Children Protective Services~~ Behavioral Health, Public Health, Environmental Health, and Community Social Services. ~~Provide contract administration for the Environmental and Public Health State-County contracts; and coordinate~~ Coordinate assigned activities with other Departments and outside agencies; ~~and to provide highly responsible and complex administrative support to the County Administrative Officer.~~

DISTINGUISHING CHARACTERISTICS

This is an executive management level single position class. The Director of Health and Social Services 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 ~~County-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 ~~eligibility and assistance~~ 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.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the County Administrative Officer.

Exercises direct supervision over Department heads ~~and other administrative personnel~~ within the Agency; ~~administrative personnel; fiscal/budget personnel; and quality control program personnel.~~

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. (All duties may not be performed by all incumbents.) Other 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; ~~provide staff assistance to the County Administrative Officer and Board of Supervisors;~~ prepare and present staff reports and other necessary correspondence.

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.



COUNTY OF LASSEN JOB DESCRIPTION

Supervise, participate in and ensure the development and administration of Health and Social Services budget; direct the forecast of additional funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement adjustments, as appropriate.

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.

Appoints Department Heads within the Health and Social Services 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 budget; 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

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.



COUNTY OF LASSEN JOB DESCRIPTION

Principles and procedures associated with the 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.

Inter-governmental 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.

~~Ability to work~~ 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.

Education and Experience

To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge and abilities. A desirable combination is:

Experience:

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

Education:

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COUNTY OF LASSEN JOB DESCRIPTION

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

Licenses and Certifications

Possession of, or ability to obtain, a California driver's license may be required by the position.

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 stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 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.

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