

*In compliance with the Immigration Reform and Control Act, Sierra County is required to verify, within three days of employment of any person, that he/she is 1) a citizen or national of the United States; or 2) an alien lawfully admitted for permanent residence or authorized by the Immigration and Naturalization Service to work in the United States.*

### **COMPENSATION AND BENEFITS**

**Monthly equivalent starting salary: \$ 8434**

A generous package of benefits is provided, including: health, vision and dental care, life insurance and a retirement plan.

**Retirement:** The County is a member of the Public Employee's Retirement System (PERS) Plan and is also covered by Social Security. The County pays the employee contribution to the PERS.

**Group Insurance:** The County pays employee's group and dependent health, vision, and dental insurance premiums up to cap of \$978.70/month. Also provided is \$50,000 policy of life insurance.

**Voluntary Deferred Compensation Plan:**

Employees may elect to have a percentage of their salary deferred for pre-tax investment.

*NOTE: The information listed in this employment brochure is a general summary of benefits for this position. This information is not legally binding, nor does it serve as an employment contract.*

Sierra County, population 3,240, lies at the northern end of the Mother Lode area. The County offers a rural lifestyle, abundant outdoor recreation and safe environment to raise a family. Recreational opportunities include cross-country skiing, snowmobiling, mountain biking, hiking, camping and fishing. The western half of the County is mountainous and contains 45 mile-high lakes and approximately 700 miles of trout streams. The eastern part consists of the 5,000 foot elevation Sierra Valley, considered to be among the finest farming and cattle ranching land in California. Located just north of Lake Tahoe in the Sierra Nevada Mountains, the County has an area of 959 square miles ranging in altitude from 1,800 to 8,589 feet.

## **Recruitment Schedule**

**Continuous filing until filled.**

**Interviews tentatively set for**

**February 2012**

## **How to apply**

Applications may be obtained by contacting:

**County of Sierra  
County Clerk's Office  
P.O. Drawer D**

**Downieville, CA 95936**

**(530) 289-3295**

**FAX: (530) 289-2830**

**e-mail: [clerk-recorder@sierracounty.ws](mailto:clerk-recorder@sierracounty.ws)**

**or by accessing the  
Sierra County Website:**

**[www.sierracounty.ws](http://www.sierracounty.ws)**

**For more information about Sierra  
County visit:**

**[www.sierracounty.org](http://www.sierracounty.org)**



**The County of Sierra**

**Invites applications for the  
position of**

**Director of Health  
and Human Services**

**Annual  
Starting Salary**

**\$101,208**

**Filing Deadline**

**Open Until Filled**

## **THE POSITION**

The County is seeking to hire a Director of Health and Human Services for Sierra County. This is a top-level management position appointed by the Board of Supervisors. The Director manages departmental budgets and personnel, develops programs and formulates operational objectives and is responsible for managing and directing a variety of major county programs with significant impact on community services. The Director also makes policy recommendations to the Board of Supervisors with regard to health and human service programs and issues affecting the County. The Director serves at the pleasure of the Board of Supervisors. The selected person will be expected to relocate to the County or within close proximity to Loyalton, California (where the department offices are located) within six months from the date of hire.

## **THE IDEAL CANDIDATE**

Sierra County is seeking a dynamic professional who can lead the Department of Health and Human Services in materially improving the lives of the clients it serves.

## **ESSENTIAL FUNCTIONS**

- Directs the programs and activities of the County's Department of Health and Human Services; establishes and maintains departmental policies, procedures, goals and objectives; advises the Board of Supervisors or appointive boards, committees and commissions on long range planning where health and social services are concerned; negotiates, recommends, monitors and evaluates services provided to the community.
- Manages public health, social services, mental health, drug and alcohol programs through subordinate managers and supervisors; evaluates the performance of subordinate managers and administrative staff; directs training and professional development of top level department personnel. The Director also serves as the mental health director for the County and must meet eligibility requirements for that function, unless a waiver is obtained.

## **ESSENTIAL FUNCTIONS (cont'd)**

- Reviews and evaluates changes in state laws or regulations that will have an impact on the delivery of health and social services; advises the Board of Supervisors of specific plans, costs and recommendations for programs.
- Analyzes data which demonstrate program performance as related to objectives and outcomes determined through the ongoing county goal setting process.
- Formulates and justifies the department's annual budget and capital improvements program; assures appropriate expenditure of public funds through efficient operating services; ensures that the budget is administered within Board approved expenditure and revenue levels.
- Establishes and maintains liaison with representatives of state, federal and local agencies; facilitates coordination of interagency and interdepartmental programs; ensures the dissemination of information about departmental operations to promote general knowledge of health and human services to the community; interprets local concerns, needs and objectives to state officials and community/political concerns to staff; makes public presentations and performs other public relations activities.

## **QUALIFICATIONS**

Graduation from an accredited college/university with major course work in health or public administration, social work or a closely related field. Five years of progressively responsible management experience in a public or non-profit agency which includes program planning and evaluation, budget and personnel management, and policy development in a health, social services or behavioral health program. Knowledge of: current developments in health and social services programs, management and administrative procedures, program evaluation and monitoring; the principles and application of budget and fiscal management, personnel management, supervision, training and discipline; and the social economic problems affecting human services.

*In addition to the above, the preferred applicant should meet one of the attached qualifications to serve as the local mental health director. An otherwise qualified applicant who does not meet one of the attached qualifications may be considered for appointment subject to approval of a waiver by the State Department of Mental Health.*

## **APPLICATION/SELECTION**

Candidates must complete and submit a Sierra County employment application which may be obtained at [sierracounty.ws](http://sierracounty.ws) or from the address on the reverse side. In addition to the standard application, please include a letter of interest, current resume and photocopies of relevant degrees and licenses. All documents must be submitted to the County Clerk's office.

All applications will be reviewed and those individuals with backgrounds most closely relating to the needs of the county will be selected for further review. **The cut off date for receipt of applications for consideration in the initial round of interviews is January 27, 2012.**

## Minimum Qualifications

### Sierra County

#### Director of Health and Human Services

**One of the following qualifications listed in 1 through 6 should be met, provided however, that an otherwise qualified applicant may be hired and serve as the local mental health director upon issuance of a waiver by the State Department of Mental Health:**

1. A physician and surgeon licensed in the State of California showing evidence of having completed the required course of graduate psychiatric education as defined in section 623 to be supplemented by an additional period of two years of training or practice limited to the field of psychiatry, one year of which shall have been administrative experience.

2. A psychologist who shall be licensed in the State of California and shall possess a doctorate degree in psychology from an institution of higher education. IN addition, the psychologist shall have had at least three years of acceptable clinical psychology experience, two years of which shall be administrative experience.

3. A clinical social worker who shall possess a master's degree in social work or higher and shall be a licensed clinical social worker under provisions of the California Business and Professions Code, and shall have had a least five years mental health experience, two years of which shall have been administrative experience.

4. A marriage, family and child counselor who shall have a master's degree in an approved behavioral science course of study, and who shall be a licensed marriage, family, and child counselor and have received specific instruction, or its equivalent, as required for licensure on January 1, 1981. IN addition, the marriage, family, and child counselor shall have had at least five years of mental health experience, two years of which shall have been administrative experience. The term, specific instruction, contained in Sections 5751 and 5751.3 of the Welfare and Institutions Code, shall not be limited to school, college or university classroom instruction, but may include equivalent demonstrated experience in assessment, diagnosis, prognosis, and counseling, and psychotherapeutic treatment of premarital, marriage, family, and child relationship dysfunctions.

5. A nurse who shall possess a master's degree in psychiatric or public health nursing and shall be licensed as a registered nurse by the Board of Registered Nursing in the State of California, and shall have had at least five years mental health experience, two of which shall have been administrative experience. Additional post-baccalaureate experience in a mental health setting may be substituted on a year-for-year basis for the educational requirements.

6. An administrator who shall have a master's degree in hospital administration, public health administration, or public administration from an accredited college or university, and who shall have at least three years experience in hospital or health care administration, two of which shall have been in the mental health field. Additional qualifying experience may be substituted for the required education on a year-for-year basis with the approval of the Department of Mental Health.