



# SOCIAL SERVICES AGENCY DIRECTOR

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COUNTY OF ORANGE, CALIFORNIA

## THE COMMUNITY

Located on the Southern California coast with a culturally diverse population of 3.2 million residents, the County of Orange (Orange County) offers a high quality of life and a nearly perfect climate year-round. Commonly referred to as "The OC," Orange County has thirty-four incorporated cities with seven of these cities among the 200 largest cities in the United States. Orange County features excellence in education, low crime rate, a wide variety of businesses, and unlimited recreational opportunities.

Many corporate headquarters and leading technology and biomedical firms have made Orange County their home. John Wayne Airport, owned and operated by Orange County, is conveniently located for business and vacation travelers. Educational opportunities are plentiful with two State universities – California State University, Fullerton and the University of California at Irvine, plus several private colleges and four community college districts. There are over 60 high school campuses and enough elementary schools to educate one and a half million students.

Visitors and residents alike have an opportunity to enjoy an abundance of world-class shopping, dining, and resort accommodations, as well as spectacular vistas with 42 miles of pristine, sandy coastline. The region offers a variety of amenities for those that seek an active lifestyle. From fishing to yachting, water sports of every kind abound on the beaches and in the harbors and marinas that dot the Orange County coast. Besides water sports and beaches, the sunny weather is perfect for golfing on world-class courses, hiking and mountain biking.

Orange County is also home to the state's most popular attractions, including Disneyland, Disneyland's California Adventure, and Knott's Berry Farm. The 2002 World Series Champion Angels baseball team and the 2007 Stanley Cup Champion Anaheim Ducks NHL team are exciting choices for sports enthusiasts. Cultural venues are abundant, including the theater, symphony, and orchestra performances and museums for adults and children.



## THE COUNTY GOVERNMENT

Orange County is a Charter County governed by a five-member Board of Supervisors elected to four-year terms. The Board is supported by a group of dedicated, public-spirited individuals and together, they comprise a regional service provider and planning agency committed to maximizing resources and improving the quality of life for residents in Orange County. The 22 departments (and respective divisions) that make up the County government strive to make Orange County a safe, healthy, and fulfilling place to live, work and play, by providing vital services to the community. The County's core businesses are public safety, public health, environmental protection, regional planning, public assistance, social services, and aviation.

## THE DEPARTMENT

The Social Services Agency (SSA) employs over 4,400 dedicated and hardworking staff. SSA administers federal, state, and county social services programs that protect children and adults from abuse or neglect; enable the frail and disabled to remain in their homes rather than being institutionalized; move eligible families from dependency to self-sufficiency; and provide benefits for eligible program recipients.

SSA operates under the policy direction of the Orange County Board of Supervisors and the California Health and Human Services Agency and is responsible for planning, implementing and operating many of the social services programs provided by the County of Orange. SSA assists over one in four Orange County residents, from newborns to the elderly with services that impact the health, safety, and well-being of people of various ages. With a \$1.1 billion budget for fiscal year 2021/2022, SSA consists of four divisions: Assistance Programs; Children & Family Services; Family Self-Sufficiency & Adult Services; and Administrative Services.



## THE POSITION

The Director of SSA is appointed by the Board of Supervisors and works under the direction of the County Executive Officer. The position is responsible for the planning, organization, coordination, and evaluation of social services, financial assistance services and emergency shelter services of the County; and representing and gaining acceptance of County interests before legislative bodies and community groups. The director provides leadership to a professional workforce dedicated to working with children, adults, and families to support their efforts to achieving self-sufficiency.

The responsibilities and essential functions of the Director of SSA may include, but are not limited to, the following:

- Plan, develop, and oversee the formulation and implementation of social services programs within the bounds of applicable laws, ordinances, and regulations
- Make recommendations to and consult with the Board of Supervisors on general policies and procedures, short and long-range goals, and proposals for the establishment of new mandated or discretionary programs
- Direct the development and timely implementation of the agency's goals, policies and strategic plans; manage allocations, resources and service levels to meet client needs
- Plan, organize, direct and control the staff, operations and activities of the agency
- Serve on commissions and other various state and professional associations such as Children's and Families Commission of Orange County and the County Welfare Directors Association of California
- Act as a liaison with other public and private agencies to provide information to County departments, the public and agency representatives on departmental activities
- Establish collaborative, effective working relationships with the Board of Supervisors, local, state, and federal government officials, and community leaders to address various County initiatives impacting the community

## THE IDEAL CANDIDATE

The ideal candidate will be an energetic, collaborative, and results-oriented leader with exceptional communication skills and a proven track record of navigating change, identifying best practices and the ability to achieve results through others. The ideal candidate will possess a thorough understanding of social services programs, public procurement and budgeting practices, and County government. The most qualified candidates will demonstrate their ability to lead a highly talented professional and administrative staff and manage a complex, challenging and large social services agency. Political astuteness and responsiveness are also key attributes for the successful candidate.

The ideal candidate will possess broad and extensive experience and education involving oversight and management of complex and highly visible projects related to social services.

An experience of (five) 5 or more years serving in high level leadership positions, which would demonstrate the application of knowledge, abilities, attributes and competencies to lead a large social services agency is required. A Bachelor's degree in a related field such as, but not limited to, Social Work, Sociology, Counseling, etc. is required. Advanced degrees in related areas are highly desirable.

## COMPENSATION

The annual salary for the Director of SSA is \$137,675 to \$261,081; placement within this range is dependent upon qualifications. The County also offers an attractive benefits package that includes:

**Retirement Plan** – Benefit formula of 1.62% @ 65 retirement benefits under the Orange County Employees Retirement System (OCERS). New eligible employees who have reciprocal California public service time are required to choose between Plan P (1.62% @ 65) and Plan J (2.7% @ 55) retirement benefit formulas. Employees who select Plan P are eligible to participate in the County's 457 (b) Defined Contribution Plan (1.62%) and receive the County's matching contribution in a 401 (a) Defined Contribution Plan (1.62%), up to 2% of base salary.

**Retirement Reverse Pickup Contributions** – County of Orange employees are subject to an additional reverse pick up percentage. This is in addition to the normal employee contribution. More information is available on the OCERS website: <http://www.ocers.org>.

**Additional Defined Contribution (DC) Plans** – 401 (a) plan County contributes 5% of the Executive Manager's bi-weekly salary (no employee contribution required); 457 (b) Voluntary participation

**Optional Benefit Plan (OBP)** – \$4,500 annually (pro-rated if hire or promotion occurs mid-year). Executive Managers may elect a taxable cash lump sum, OBP Health Care Reimbursement Account, and/or 457 DC Plan.

**Health Plan Coverage** – There are currently five different plans to choose from including two Preferred Provider Organizations (PPOs) Plans and three Health Maintenance Organizations (HMOs) Plans.



**Employee Wellness Program** – Higher County contribution towards biweekly health premiums upon participation in the three-step wellness program each year. Additional resources and opportunities promoting personal health and wellness goals are available. For more information visit the Employee Benefits website at <https://hrs.ocgov.com/page/employee-assistance-program>.

**Dental** – Dental PPO coverage administered by Blue Shield of California. County covers 100% of premiums for the full time Executive Manager and eligible dependents.

**Life Insurance and Accidental Death & Dismemberment (AD&D)** – Basic amount of \$125,000; employee may purchase additional voluntary coverage.

**Sick Leave** – During the first three years of employment, the accrual time rate will be .0347 hours of sick leave with pay for each hour of pay, which is approximately nine days annually. At the fourth year, the accrual time rate will increase to .0462 hours, which is approximately 12 days annually.

**Vacation Accrual** – Initial accrual rate at .0577 hours for each hour of pay, approximately three weeks per year, up to a maximum of .0962 hours for each hour of pay, five weeks per year subject to negotiation.

**Severance Payment** – In the event that at-will employment is terminated, and in addition to a payout for any accrued, unused Vacation Time, the Employee will receive a severance payment, equal to the sum of ninety calendar days of salary and the County's share of the costs of Employee's health insurance premiums.

**Auto Allowance** – For at-will Executive Managers, a taxable monthly allowance of \$765.

**Salary Continuance** – County will pay 60% of salary for approved applications.

**Educational and Professional Reimbursement** – Up to \$10,000 per fiscal year.

**Other Benefits** – Voluntary Dependent Care (DCRA) & Health Care Reimbursement Account (HCRA); Employee Assistance Program; Annual Physical.

For additional information about benefits, visit <https://hrs.ocgov.com/employeebenefits>.

## TO APPLY

If you are interested in this outstanding opportunity, please visit our website at [ocgov.com/jobs](https://ocgov.com/jobs) to apply online.

## FILING DEADLINE

**Friday, May 13, 2022, 5:00 p.m. (PST)**

Following the closing date, resumes will be screened according to the qualifications outlined above. The most qualified candidates will be invited to interviews. Candidates will be advised of the status of the recruitment following finalists' selection. A select group of candidates will be asked to provide references once it is anticipated that they may be recommended as finalists. References will be contacted only following candidate approval. If you have any questions, please do not hesitate to contact [pia.rose@ocgov.com](mailto:pia.rose@ocgov.com).

