



The County of Sonoma  
*is seeking applications for:*

*Assistant  
Director of  
Health Services*

Annual Salary  
\$131,822- \$160,249



*Accepting Applications:*  
Through November 19, 2015

## THE DEPARTMENT OF HEALTH SERVICES

The Department of Health Services is a large, complex department consisting of various divisions including: Administration, Public Health, Behavioral Health, and Health Policy, Planning & Evaluation Division. The Department's mission is to promote and protect the health and well-being of every member of the community, and its values form the basis for its operating principles:

- **Health Equity.** We strive for all individuals and communities to have equal opportunity for health and well-being.
- **Transformation.** We believe individual and community health cannot prosper without a transformed health system and community environment.
- **Integration.** We understand health as an integrated, complex, dynamic state of being and we strive for an integrated approach in all that we do.
- **Partnerships.** We collaborate with our many partners as necessary to achieve our goals and vision, which are shared by many in our county.
- **Quality of Service.** We are committed to high quality in all of our direct services.
- **Transparency.** We believe that we must be transparent in our processes and decisions and accountable to those we serve.
- **Evidence-Based Practices.** We believe that data about real outcomes informs our practice, and we build on demonstrated success.
- **Innovation.** We strive to create a culture of creativity among our staff and encourage innovation in partnership with other organizations and within the community.

Reporting to the director, the Department of Health Services Executive Management Team includes: the Assistant Director, the Health Officer, the Director of Health Policy, Planning & Evaluation, the Public Health Division Director, and the Behavioral Health Division Director. The Department of Health Services has a FY15-16 operating budget of \$247 million with more than 700 employees and provides services throughout the county. The department's revenue sources include state and federal funds, fees and reimbursements for services, and County General Fund. The Department of Health Services enjoys the support of the Board of Supervisors. Even during challenging fiscal times, the board worked to preserve county general funds, which supported health services important to the community. Please visit the department's website for information on its programs, services, organization, and partnerships. [www.sonoma-county.org/health](http://www.sonoma-county.org/health).



## THE COUNTY OF SONOMA

Located an hour north of San Francisco, Sonoma County offers a rare and compelling array of scenic, recreational, and geographic options – including inspiring coastline and beaches, the Russian River, over 200 award-winning wineries, and majestic redwoods. The County encompasses over one million acres of land and water, rich with parks, campsites, lakes and open space. Sonoma County is also home to a wide variety of art and music festivals, farmer's markets, and concert venues.

Sonoma County is home to almost 500,000 residents and offers a wide variety of restaurants, art and music festivals, farmer's markets, and concert venues. Local schools continually rank high on California's Academic Performance Index and the county boasts higher education opportunities with Santa Rosa Junior College and Sonoma State University. Business is quite diverse, with agriculture (including wine grapes and livestock/poultry) and tourism anchoring the local economy. The tourism industry generates over \$1 billion annually, and the County hosts over 7 million visitors every year.

Sonoma is a general law county, governed by a five-member Board of Supervisors who are fully committed to a mission and vision that value strong leadership, the highest quality customer service, engaged citizen participation, courteous and prompt assistance, and creating and preserving efficient and cost effective government. The County Administrator leads a team of dedicated department heads who work collaboratively to address and strategically prepare for county initiatives and challenges.

Please feel free to visit these websites to explore all that Sonoma County has to offer:

[Sonoma County Connections](#)  
[Santa Rosa Visitor's Bureau](#)  
[Local Real Estate Information](#)





## THE POSITION

The County of Sonoma Department of Health Services is seeking a skilled and dynamic health professional who is passionate about organizational effectiveness, fiscal stability, community health improvement, and workforce development to serve as its next Assistant Director of Health Services. Recognized for its excellence in public service and organizational commitment to innovation and collaboration, the County of Sonoma strives to be the healthiest county in California. This is an extraordinary career opportunity for a health care administrator with a collaborative attitude and vision to provide leadership within the organization and the community and to promote the department's health care integration initiatives.

The Assistant Director of Health Services assists the director with planning, organization, and oversight of department-wide operations and services; administers health regulations and programs to attain financial stability; serves as a liaison with various state, federal, county, and community agencies; and serves as a lead member of the department's Executive Management Team.

The position reports to the Director of Health Services for administrative direction and will support the director in establishing departmental fiscal and operational priorities, procedures, goals, and objectives; assisting in the formulation of department-wide priorities and justification of the department's annual budget and capital improvements program; directing budget development for consistency with county and department goals and procedures, resources, and workforce development; assisting the department head in assuring appropriate use and expenditure of public funds; and providing internal administrative policy guidance and direction to division directors on behalf of the director when so assigned.

The Assistant Director of Health Services can look forward to:

- Leading the department's implementation of high quality health care, treatment, and services; coordination across local, state, and national health care systems.
- Leading the department to attain a strengths-based work culture and to thrive fiscally.
- Leading efforts in workforce development and national accreditation, excellence in customer service, and the development of staff training and mentoring programs to better prepare and position the department's workforce to meet the needs of the future.
- Leading the development of health quality improvement efforts, working collaboratively with department leadership to evaluate and improve the delivery of services department-wide.
- Active involvement in the department's employee relations efforts, also providing support with labor relations issues and employee communication.
- Working collaboratively on projects that impact other county departments, as well as undertaking special assignments on behalf of the department.



## THE IDEAL CANDIDATE

The ideal candidate will:

- Be action and results oriented, successfully managing multiple projects and initiatives to conclusion.
- Be an initiator, seeing new possibilities for combining opportunities and resources to adjust the department's organizational structure and workforce, furthering the delivery of health care and improve community health outcomes.
- Have a sophisticated understanding of the budgeting process and health care finances, including accurate forecasting, strategic cost containment, and accurate and timely reporting; a certified public accountant (CPA) is desirable.
- Serve as a leader in strengthening service models and delivering quality evidence-based services in collaboration with community partners.
- Be a superior communicator by listening attentively, as well as clearly and concisely presenting information to a broad range of audiences.
- Be a self manager, able to work independently yet skilled at keeping the director appropriately informed.
- Use negotiation skills to develop mutually beneficial solutions to problems.

## THE MINIMUM QUALIFICATIONS

Graduation from an accredited college or university with a degree in health care administration, public administration, hospital administration, business administration, or a closely related field; and four years of increasingly responsible management experience in a large organization, including program planning and evaluation, budget management, personnel management and performance evaluation, policy development, and provision of community services.

Possession of a Master's degree and experience managing a health services organization or large division of such an organization is highly desirable.

# Room to Move. Room to Grow.

## WHAT WE OFFER

Sonoma County offers a competitive total compensation package. Salary is \$131,822 - \$160,249 and will depend on experience and qualifications. Sonoma County also offers the following:

- Paid Time Off: Competitive vacation accrual and additional management leave annually; 11 holidays per year; generous sick leave accruals and 100% of accrual balance converted to service credit at retirement.
- Health Plan: Choice of five health plans (A PPO, EPO and HMO, and two Deductible HMO's) with a County contribution toward the premium of approximately \$500 per month.
- Excellent dental, vision, disability, life insurance, professional development and more. Additional details for management employees may be found at [http://www.sonoma-county.org/hr/pdf/salary\\_resolution.pdf](http://www.sonoma-county.org/hr/pdf/salary_resolution.pdf).
- Cash allowance (in addition to monthly salary) of approximately \$600 per month.
- IRS 457 Plan: Pre-tax employee contribution up to the IRS annual maximum.
- Retirement: County Retirement Act of 1937. Retirement is fully integrated with Social Security. With the recent pension reform, new employees as defined and eligible will receive a 2.5% at 67 formula, or for those individuals who meet certain criteria, including establishing reciprocity and pursuant to PEPPRA, will receive 3% at 60.
- Incentive Retirement Savings Plan: A defined contribution 401(a) plan; a 1% County "foundation" contribution.
- IRS 457 Plan: Pre-tax employee contribution up to the IRS annual maximum, plus a 100% County match of employee contribution toward 457 plan (up to 1% of base salary).
- Retiree Medical: County contribution to a Health Reimbursement Arrangement to help fund post-retirement employee health insurance/benefits.

*Important Note: Benefits described herein do not represent a contract and may be changed without notice.*

## SELECTION PROCESS & KEY TENTATIVE DATES

- November 19, 2015 - Deadline to submit application material
- December 8 & 9, 2015 - Oral Interview Examinations
- December 17 & 18, 2015 - Department Selection Process

This timeframe has been established to assist candidates with arranging availability around these dates; however, these dates are tentative.

## TO APPLY

To be considered for this exciting career opportunity, please submit an online application and respond to the supplemental questions by November 19, 2015. Your materials should articulate your experience as it relates to the "Ideal Candidate" profile and necessary qualifications listed.

Apply at: [www.yourpath2sonomacounty.org](http://www.yourpath2sonomacounty.org).

Questions can be directed to:

David Phillips Human Resources Analyst  
County of Sonoma Human Resources Department  
575 Administration Drive, Suite 116-B  
Santa Rosa, California 95403  
Telephone: (707) 565-2147  
Facsimile (707) 565-3770

For additional information about the County visit:

[www.sonoma-county.org](http://www.sonoma-county.org)  
[www.sonoma-county.org/health](http://www.sonoma-county.org/health)



COUNTY OF  
**SONOMA**



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*The County of Sonoma is an Equal Opportunity Employer*