

# The County of Humboldt



Invites Your Application For

**Health and Human Services  
Deputy Director  
Finance**

## Humboldt County

You are invited to apply for the position of HHS Deputy Director—Finance in the most beautiful place in America. A USDA comparison of natural amenities including climate, water and landscape concluded that Humboldt County is the most scenic rural county in the United States. Humboldt County is located in the heart of northern California's majestic coastal redwood region.



The County's two million acres include hundreds of streams and lakes, as well as county, state and national parks, beaches and campgrounds. Humboldt State University and College of the Redwoods provide excellent educational opportunities.

Overlooking historic Humboldt Bay, Eureka, the County seat, is located 275 miles north of San Francisco. With moderately priced housing, temperate weather all year round and a lively local arts scene, Humboldt County offers the best of community living without the stress and burdens of the more urbanized areas of California.

### The Deputy Director—Finance

In 2000, the Humboldt County Department of Health and Human Services began the process of transforming its Social Services, Mental Health, Public Health, Employment Training, Public Guardian and Veteran's Services Departments into an integrated and comprehensive County health and human services system.

The Department is seeking a dedicated team player with traditional expertise in finance, who is interested in developing holistic cross departmental programs and services consistent with the Mission of the Department. **The desired candidate should have a wide-range of county government fiscal experience.**

Exercising a high degree of independent judgment, the Deputy Director-Finance is responsible for the administration of the fiscal function of the Department of Health and Human Services (DHHS). The proposed DHHS budget for fiscal year 2013-14 totals \$150 million which includes seventy budget units and 1100 full-time allocated positions.

The County is seeking a team player with experience in planning, organizing and administering complex financial, administrative, budgetary, business management and fiscal management functions of DHHS. This is a division level management position within the Administrative Division of DHHS and will have oversight responsibility for five primary functions: 1) Budget and Accounting Units; 2) General Services Unit; 3) Revenue and Recovery Unit; 4) Billing unit; and 5) Facilities Unit.

An example of duties performed by the incumbent in this position will include the following: direct and participate in the development of department budgets including branch and division budgets; review expenditures and monitor budget compliance; direct the implementation and coordination of financial management systems and liaison between branches, divisions and administrative staff; review and interpret Federal, State and Local Laws and Regulations; direct the maintenance of financial, statistical and other related data and records; plan, supervise and review the work of subordinate supervisory and support staff; evaluate employee performance and ensure productivity of division.

## Qualifications

Qualified candidates for this position will have extensive knowledge and experience in principles, practices and techniques of public financial systems, including budget development and administration; grants management; public agency funding; financial planning and cost analysis; knowledge of applicable state and federal rules and regulations affecting Health and Human Services programs; program implementation and financial evaluation and reporting requirements; business computer applications related to statistical analysis; database systems; billing and other financial records; knowledge of principles and practices of supervision and personnel management and skill in planning and evaluating the work of support staff; skill in analyzing complex and sensitive administrative operational, organizational, and political problems, drawing sound conclusions and taking or recommending appropriate actions.



Desirable education and experience will include the equivalent to graduation from a four year college or university with major coursework in business, accounting or a closely related field and three years experience in the administration of a large public agency financial, accounting and budget system.

## Salary and Benefits

**SALARY**- \$ 6,590 - \$8,457 monthly.

**RETIREMENT**- The County participates in the **Public Employees' Retirement System** program.

- Tier I: Prior to 7/5/2012: 2.7 @ 55
- Tier II: Post 7/6/12: 2.0 @ 55
- Tier III: Post 1/1/2013: 2.0 @ 62

The County also participates in Social Security.

**MEDICAL/DENTAL/VISION INSURANCE** - The County participates in the CalPERS health insurance program, providing several options for employees. The County pays nearly all of the employee premium and a portion of dependent coverage. The County provides a dental and vision plan with the premium for the employee and family paid in full by the County.

**VACATION** - Full-time employees receive twelve days per year (one day after one month of employment); three weeks after three years; four weeks after ten years; five weeks after fifteen years; and six weeks after twenty years.

**HOLIDAYS** - Twelve paid holidays per year, plus two personal paid holidays.

**SICK LEAVE** - Twelve days per year with eligibility beginning after one month; unlimited accumulation.

**ADMINISTRATIVE LEAVE** - 10 paid days per fiscal year.

**LONGEVITY** - 5% salary increase upon completion of 10 years of County service. An additional 5% salary increase upon completion of 20 years of County service.

**DEFERRED COMPENSATION** - Employee paid deferred compensation plan is available.

**LIFE INSURANCE** - \$20,000 paid life insurance with employee option to purchase up to \$300,000.

**VACATION CONVERSION** - Annual conversion of up to 10 days vacation to cash or as a contribution to deferred compensation.



*County of Humboldt, California*

## **Selection Process**

A Humboldt County Application and supplemental application is required for this position. Faxed or photocopied applications will not be accepted. A screening committee will review all applications received and those candidates considered to be the most qualified, based on the application materials submitted, will be invited for an oral examination, or examination of education and experience.

The required application may be completed on-line at [www.co.humboldt.ca.us/jobs](http://www.co.humboldt.ca.us/jobs). Requests for hard copy applications and questions regarding the selection process should be directed to:

### **Humboldt County Human Resources Department**

825 Fifth Street, Room 100

Eureka, CA 95501

Phone (707) 476-2349

[www.co.humboldt.ca.us/jobs](http://www.co.humboldt.ca.us/jobs)

**FINAL FILING DATE: June 28, 2013**



The County of Humboldt does not discriminate on the basis of mental or physical disability in the admission or access to, or treatment or employment in, its program or activities. The Human Resources Department is wheelchair-accessible by entering the Courthouse from the ramp located on the east side of the building next to the marked handicapped parking. The County encourages applications from all persons regardless of their race, color, sex, religion, age, national origin, ancestry, physical or mental disability, medical condition or marital status. Special arrangements may be made to accommodate disabilities or religious convictions. Contact the Human Resources Department at (707) 476-2349 for assistance.

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(800) 346-3428.

[www.redwoodvisitor.org](http://www.redwoodvisitor.org)