

**COUNTY OF SOLANO  
CLASS SPECIFICATION**

**DEPUTY DIRECTOR OF HEALTH AND SOCIAL SERVICES --  
EMPLOYMENT AND ELIGIBILITY PROGRAMS**

**CLASS SUMMARY:**

The Deputy Director of Health and Social Services – Employment and Eligibility Programs serves as a division chief planning, organizing, directing and overseeing various Federal, State, and local government programs designed to provide health insurance, food stamps and cash assistance for eligible low-income Solano County residents. These programs include CalWORKs, CalFresh, General Assistance, and Medi-Cal.

The Deputy Director of Health and Social Services – Employment and Eligibility Programs is a single-position management level class located within the Department of Health and Social Services. The incumbent receives administrative direction from the Director of Health and Social Services and is responsible for management of the division. Successful performance requires coordination of the administered programs with State and Federal agencies, community-based organizations, other Solano County departments, and other divisions within the Department of Health and Social Services for maximum benefit to the residents of Solano County.

This position also functions as the Welfare Director or the Co-Welfare Director in accordance with the Local Agency Personnel Standards.

This class differs from the:

- **Deputy Director of Health and Social Services – Child and Adult Resources and Services** which has management level authority over the operations and activities of all the social services programs for abused and neglected children and for older and disabled adults
- **Employment/Eligibility Administrator** which has the responsibility for the management of one or more employment and eligibility programs through subordinate program managers and supervisors and for assisting the Deputy Director in planning and organizing overall operations of the division.

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**ESSENTIAL DUTIES:**

This class specification represents the core areas of responsibilities; specific position assignments will vary depending on the needs of the department.

- Plans, organizes and directs the division responsible for administering various Federal, State and local government programs providing health insurance, food stamps, and cash assistance for eligible low-income county residents.
- Oversees personnel operations for the division: approves selection recommendations, recommends disciplinary actions, ensures that state training requirements are met for all staff, provides leadership and motivation, and instills a culture of accountability to standards of excellence.
- Directly supervises administrators for employment and eligibility programs as well as other direct-report managers, supervisors, support and clerical staff: interviews applicants and recommends selections; assigns, directs and prioritizes work; approves leave requests and time sheets; evaluates performance; recommends or proposes disciplinary actions; provides career development mentoring; etc.
- Ensures departmental compliance with and enforcement of laws, regulations, standards and professional ethics and judgments in the planning and delivery of services: reviews and evaluates changes in Federal and State laws and regulations, in County requirements and expectations, and in professional knowledge in the field regarding best and evidence-based practices impacting social services programs; reviews and/or approves professional judgment decisions and their impact on civil and criminal liability; considers impact of court decisions on practices and services; reviews available data on social service programs regarding compliance with Federal and State requirements; and develops and implements beneficial and/or necessary changes in protocols, policies and programs.
- Oversees budget and management of resources: provides input and recommendations for departmental and division budget in order to fund existing and new programs and services; oversees and monitors costs to ensure compliance with approved budget; reviews grant opportunities and approves grant proposals; reviews the need for contractual services and approves contracts for services; reviews organizational structure of the division and makes changes to foster an economical position structure that ensures efficient delivery of services.
- Establishes and maintains effective working relationships with various County officials to include members of the Board of Supervisors, with managers and supervisors within the Department, and with other County departments to ensure efficient, effective and legally compliant delivery of services to older and disabled adults and abused and neglected children.
- Serves as County representative or liaison for administered programs with Solano County residents, with representatives of foundations, community organizations, and the media, and with managers of Federal and State agencies to inform, explain, present report and/or confer with these representatives and/or members of these groups in the delivery, planning, development and/or implementation of social services programs, laws and regulations.
- Performs other duties of similar nature or level as assigned.

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**Training And Experience:**

Master's Degree in Public Administration, Social Work or closely related field from an accredited college or university;

and

Four years of management experience in a public or non-profit social services agency which included program planning and evaluation, budget management, personnel management, and policy development.

**Licensing/Certification Requirements:**

- California Driver's License, Class C.

**Knowledge of:**

- Accepted principles of social work and public welfare administration.
- Standard and accepted principles and practices of supervision, leadership, motivation, team building, organization, and conflict resolution.
- Governmental budgeting and financial analysis practices.
- Types of, availability of, and sources of grants and contractual services.
- Current professional standards and trends for adult services and child welfare services delivery
- Functions and services of local social services agencies and their interactions with other county divisions and departments.
- Public welfare agencies' purpose, history and functions.
- Social casework techniques and best practices.
- Provisions of the California Welfare and institutions Code, Federal and State laws, rules and regulations that govern the administration of local social services programs in California and the nation.
- Oral and written communications, business correspondence, and report writing.
- Standard office procedures, practices, equipment, personal computers, and software.

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**Skills in:**

- Supervising, evaluating, training, and developing staff and organizing and managing their work in addressing the delivery of social services to the residents of Solano County.
- Planning, organizing and directing a broad range of social services programs; evaluating and defining community needs; and assisting in developing cost effective proposals to address those needs both locally and regionally.
- Analyzing problems and data, identifying alternative solutions, projecting consequences of proposed actions and implementing recommendations in support of goals.
- Acting as liaison to advise or resolve differences with individuals, groups, and agencies.
- Analyzing administrative and fiscal problems and making appropriate recommendations; developing and monitoring budgets.
- Interpreting, applying, and explaining complex Federal, State, county and department laws, regulations, policies and procedures.
- Using modern office equipment, and computers and related software applications.
- Representing the office and communicating information and ideas clearly, concisely and effectively to County residents and community groups; the Board of Supervisors; representatives of various State, County and non-County organizations to include foundations; the media; etc. both orally and in writing.
- Working with various cultural and ethnic individuals and groups in a tactful and effective manner.
- Establishing and maintaining effective working relationships with those contacted in the performance of required duties.
- Coordinating multiple projects; meeting critical deadlines; and determining the appropriate course of action in emergency or stressful situations.

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**ADA Requirements:**

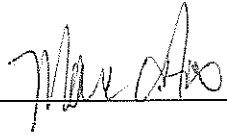
Positions in this class typically require crouching, reaching, standing, walking, fingering, feeling, talking, hearing, seeing, and repetitive motions.

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

**Other Requirements:**

Independent travel is required.

**Approval by:**



Marc Fox  
Director, Human Resources

8/8/2012

Date

**Class History Information:**

BOS Adopted	Revised	Retitled	Class Code	Sal Plan/BU	OT Code