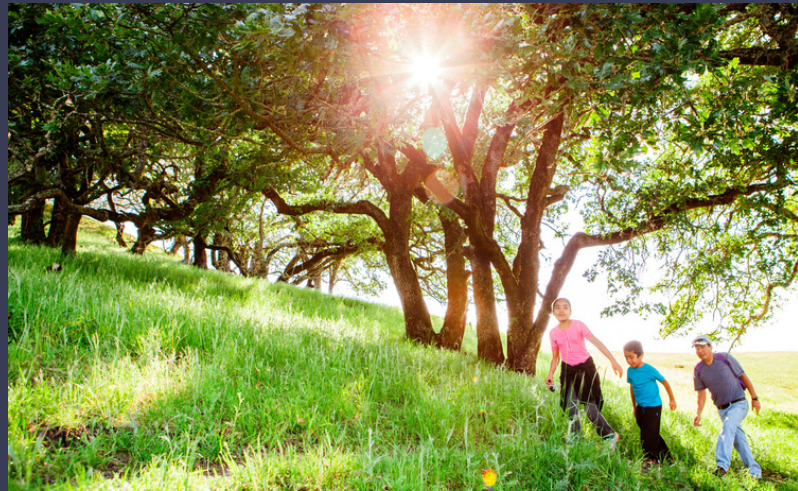


The County of Sonoma

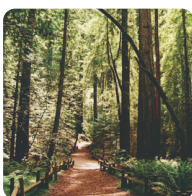


Assistant Director of Child Support Services



Annual Salary \$126,270 - \$151,941*

Candidates are encouraged to apply by August 17, 2022
for first round consideration.



Located in the North Bay, less than an hour's drive from San Francisco, Sonoma County enjoys a diverse and world-class culture, while maintaining its agricultural heritage and rustic charm. Sonoma County offers a rare and compelling array of scenic, recreational, and geographic characteristics – including over 200 award-winning wineries, inspiring coastline and beaches, the Russian River, and majestic redwoods. The County encompasses over one million acres of land and water, rich with agriculture, parks, campsites, lakes, and open space. Sonoma County is also home to a wide variety of restaurants, art and music festivals, farmers' markets, and concert venues. Local schools continually rank high on California's Academic Performance Index, and the Santa Rosa Junior College and Sonoma State University offer higher education opportunities. Sonoma County is an increasingly diverse region and is home to approximately 500,000 residents. The Latino population has grown by almost 230% within the last 25 years and is approximately 28% of the population.

Sonoma is a general law county, governed by a five member Board of Supervisors. The Board is fully committed to a mission and vision that values high quality services to support and enrich the community, strong leadership, engages citizen participation, and provides transparency and accuracy in information and an efficient and fiscally sustainable government. The County Administrator leads a team of dedicated department heads who work collaboratively to address and strategically prepare for County initiatives and challenges. The County has 28 departments, agencies, offices, and special districts and employs over 4,200 regular personnel with an annual budget of approximately \$2.14 billion for FY 22/23.



Please visit www.sonomacounty.ca.gov/ and www.sonomacountyconnections.org for more information about Sonoma County, the place to live, work, and build your career legacy.

Sonoma County Department of Child Support Services

Sonoma County Department of Child Support Services (DCSS) is a medium-size child support program in California, serving more than 15,000 children involved in over 9,900 cases. The program serves its customers through the establishment of paternity, enforcement of support orders, and through partnerships with local agencies to support the strengthening of self-sufficiency for families. Improving the well-being of children is DCSS's focused purpose, and through collecting and distributing more than \$32.9 million annually, the department's impact on the lives local children is immense. Federal and State laws govern DCSS, with oversight by the California Department of Child Support Services.

The Department of Child Support Services' total budget is approximately \$11.8M for FY22/23 and consists of State, Federal, & other government revenue, with no contribution from the County General Fund. The Department is staffed by 62 committed employees, who serve the community to better outcomes for families, organized into two functions: child support enforcement, which is the core function of the department, and administration, which is responsible for the administrative and fiscal management of DCSS. The executive management team consists of the Director, Assistant Director, two Section Managers, a chief attorney, a Department Program Manager, an Administrative Services Manager, and a Department Analyst.

The Department of Child Support Services is an accomplished department. Recent examples from FY 21/22 include:

- Distributing approximately \$32.9M in child support collections; DCSS's current workload includes approximately 9,921 open child support cases serving over 15,101 dependents
- Increasing overall collections for families by 12%, compared to previous year
- Reducing employment barriers for parents owing child support
- Increasing community program knowledge by participating in 49 community events and 7 business partner events
- Participation in the multi-disciplinary Safety Net Team projects and cohorts

Additionally, DCSS is a top performer in the State:

- Top 10 for Overall Performance in California – Ranked #6
- Innovation Awards and Accommodations for Collaboration on Shared Services Projects



Visit DCSS's website for more information: <https://sonomacounty.ca.gov/Child-Support-Services/>

The Assistant Director of Child Support Services

In collaboration with the Director of Child Support Services, the Assistant Director plays an important part in providing leadership and support to the department. This position assists with development, organization, and delivery of local child support services, including administration and enforcement services, collection and distribution of child support, as well as consultation, investigation, and legal support. The Assistant Director works closely with department management and legal team, the State, and local child support agencies in numerous functional program areas. This position will have a high degree of autonomy and provides direct supervision to two Section Managers, as well as an Administrative Services Officer.



The Assistant Director is responsible for:

- Leading staff in the preparation and monitoring of departmental and state budgets
- Providing administrative oversight to the Human Resources functions of the Department
- Developing operational policies and procedures, taking into consideration existing and proposed legislation and state policies, procedures and other directives to determine impact on operations
- Analyzing reports and statistical data; summarizing information and preparing or supervising preparation of reports for management, state, and federal agencies
- Attending meetings and providing recommendations on issues germane to the department

The Ideal Candidate

The ideal candidate will be a dynamic, collaborative, and innovative leader who has outstanding interpersonal skills to help foster a culture of collaboration, innovation, and continuous learning. The candidate will possess in-depth knowledge and understanding of child support policies, procedures, and practices; strong analytical skills; a global perspective; and the ability to expertly interpret and apply new laws and regulations. They will have experience managing and evaluating child support programs with an innovative, a solution-oriented approach to addressing complex challenges in order to enhance performance of operations and delivery of services to customers.

The ideal candidate will possess a thorough understanding of the principles and practices of child support enforcement programs. They will possess a professional history that demonstrates their ability to interact effectively with public officials, professional personnel, advocacy groups, and the general public. An individual who is knowledgeable of organizational and management principles, including fiscal and personnel management, and a true team leader who can listen empathetically and make decisions, is a proponent of staff development, and possesses the ability to connect with staff, is highly desired.

To be considered for the position, minimum qualifications must be demonstrated. Most typically, a qualified candidate will have an educational background that includes significant coursework at an accredited college or university in the areas of public administration, business administration, finance, accounting, human resources, law, social work or a closely related field, and four years of progressively responsible management level experience in a general administrative or program management capacity of which at least three years were working in the field of child support services or a closely related area. A bachelor's degree or higher in a related field is desirable.



What We Offer

Sonoma County offers a total compensation package that is both attractive and competitive. The salary for the Assistant Director of Child Support Services is \$126,270.20-\$151,941.77*, depending upon the qualifications of the selected candidate. In addition, Sonoma County offers flexible arrangements and excellent benefits* including:

- **A hybrid telework schedule that meets the needs of our staff, department operations, and the communities we serve**
- **County paid 100% premium contribution to several health plan options**
- **Excellent dental, vision, disability, life insurance, wellness and professional development benefits, and more**
- **Paid Time Off** - Competitive vacation accrual and additional management leave annually; 12 paid holidays, and an additional 8 floating holiday hours per year; generous sick leave accruals and 100% of accrual balance converted to service credit at retirement
- **Staff Development/Wellness Benefit** - annual allowance of up to \$1,700 and ongoing education/training opportunities
- **Retirement** - County Employees Retirement Law of 1937. Retirement is fully integrated with Social Security. With pension reform, new employees as defined and eligible will receive a 2.5% at 67 formula (subject to PEPRA compensation limits), or for those individuals who meet certain criteria, including establishing reciprocity eligibility pursuant to PEPRA, will receive 3% at 60.
- **Incentive Retirement Savings Plan** - A defined contribution 401(a) plan; a 3% County "foundation" contribution
- **IRS 457 Plan** - Pre-tax employee contribution up to the IRS annual maximum, plus a 100% County match of employee contribution deposited into the 401(a) account (up to 1% of base salary)
- **Retiree Medical** - County contribution to a Health Reimbursement Arrangement to help fund post-retirement employee health insurance/benefits
- **Relocation** - Relocation reimbursement may be authorized for the successful candidate
- Additional details on employment for management employees may be found at:
www.sonomacounty.ca.gov/HR/Employee-Relations/Labor

*The annual base salary range for the position is \$119,070.20-\$144,741.77. In addition to the base salary, the position receives a cash allowance of approximately \$600 per month. Combined, the annual salary is \$126,270.20-\$151,941.77. Salary is negotiable within the established base salary range. Benefits described herein do not represent a contract and may be changed without notice.

Selection Process & Key Tentative Dates

- Candidates encouraged to apply by August 17, 2022 for first round consideration
- Submissions will be reviewed for desired qualifications listed herein
- First Round Panel Interviews will be tentatively held the week of August 29, 2022

Please be mindful of the planned timeframe. Although it may be subject to some change, it would be wise to plan submit application materials as early as possible and plan availability around these dates.

How To Apply

To be considered for this exciting career opportunity, please submit an online application, which includes an attached cover letter, and your responses to the supplemental questionnaire to www.yourpath2sonomacounty.org by August 17th for first round considerations. This recruitment has a continuous filing period and may close without notice at any time that a sufficient number of qualified applications have been received. Applications received after the recruitment closes will not be accepted.

Questions can be directed to:

Jennifer Tamayo, Human Resources Analyst
County of Sonoma Human Resources Department
575 Administration Drive, Suite 116B
Santa Rosa, CA 95403
Telephone 707-565-2235|Facsimile 707-565-3770



Child Support
Services



The County of Sonoma is an Equal Opportunity Employer.

We value diversity and are committed to having a workforce that is representative of the communities we serve.