



# HUMAN SERVICES PROGRAM MANAGER



SACRAMENTO  
COUNTY







## THE COMMUNITY

Sacramento County covers 984 square miles and is home to the California state capital, 1.6 million residents and seven incorporated cities: Citrus Heights, Elk Grove, Folsom, Galt, Isleton, Rancho Cordova and Sacramento. The population of Sacramento County's unincorporated area is approximately 600,000.

Residents in Sacramento County have a variety of recreational, dining and entertainment options to choose from. The County is home to more than 15,000 acres of park, plus the 23-mile American River Parkway, where more than five million visitors enjoy the unique wildlife and recreation area annually. Fishing, boating and rafting opportunities are available to water enthusiasts, and picnic sites, golfing, guided natural and historic tours are steps away from the multi-use trail. With its close vicinity to local agriculture, County residents also have an extraordinary selection of local food, wines and beers.

Sacramento County is one of the more affordable home-buying metropolitan areas in the state, and has a skilled workforce, high graduation rates and college-educated residents. The County is a leader in the 21st century economy with growing advanced manufacturing, agriculture and food, clean energy technology, information and communications technology and life sciences.

## COUNTY GOVERNMENT

The County of Sacramento was incorporated in 1850 in response to the needs of a growing population and was one of the original 27 counties of California. In 1933, the Sacramento County Charter was established, along with the County Executive position.

The County is governed by five members of the Sacramento County Board of Supervisors, elected on a non-partisan basis to serve staggered four-year terms, each representing one of the five districts. The County Executive is responsible to the Board for planning, organizing and directing County activities. Other elected officials include the Assessor, District Attorney and the Sheriff.

In 1972, an amendment to the County Charter was implemented to organize the County on an agency basis for more effective administration of functions for which the County Executive is responsible to the Board of Supervisors. Approved by the electorate, the amendment established agency heads to groups of County Departments. The four agencies within the County, which report to the County Executive are Administrative Services, Public Safety and Justice, Community Services, and Social Services. Sacramento County has more than 30 departments and offices that provide services to County residents.

The County is responsible, pursuant to the County Charter or ordinances, or by state or federal mandate, to provide health and welfare, criminal justice and municipal services (including law enforcement), as well as other services to County residents. Major services include the Airport System, Animal Care Services, Clerk Recorder, Criminal Justice, Health and Welfare, Property Tax System, Regional Parks, Transportation, Waste Management and Recycling, Voter Registration and Water Resources.

The County's Approved Recommended Fiscal Year (FY) 2023-24 Budget is \$8.4 billion, and there are more than 13,600 full-time employees.

# THE DEPARTMENT

The Department of Homeless Services and Housing (DHS) is a new department within the County, which is dedicated to developing programs that endeavor to make homelessness in our community rare overall and brief when it occurs; and that those experiencing homelessness are treated with dignity, respect, and compassion. DHS's mission is to bring together a collaborative team of County departments, social advocates, those with lived experience, businesses, and community-based organizations to focus on improving housing outcomes and reducing homelessness in Sacramento County. DHS finds unique solutions to serve our community members experiencing homelessness, via a comprehensive offering of programs and services such as shelter, re-housing, behavioral health, physical health, and prevention and diversion.

In addition to working on the systems level to enact policies and programs that will prevent and mitigate homelessness, the Department oversees the following programs through contracts with our community-based organizations and other partners:

- Encampment Outreach and Engagement Programs
- Emergency and Interim Shelter Programs
- Re-housing Assistance Programs
- Homelessness Prevention Programs

## THE POSITION

- Comprehend (or get familiar with) the intricate network of systems serving individuals experiencing homelessness in Sacramento County;
- Oversight of funding sources and grants; as well as procurement processes related to homeless services;
- Create, put into action, and assess initiatives that address the needs of Sacramento's unhoused population;
- Effectively communicate, verbally and in writing, with county leadership, boards, commissions, and community organizations;
- Obtain information about current services and potential solutions by speaking with advocates, service organizations, corporate groups, church communities, government partners, and homeless individuals;
- Work across County departments and with various stakeholders with a sense of urgency and a willingness to think outside of the box;
- Work independently while maintaining professionalism, compassion, and excellent customer service skills;
- Directly manage and provide oversight to a team of departmental staff, who are responsible to oversee contracts, budgets and all other activities necessary to execute programs and services;
- Manage stressful situations while completing tasks in a timely manner; and
- Work diligently to incorporate different perspectives into County programs and efforts to lessen disparities in the homeless population and system of care.

## MINIMUM QUALIFICATIONS

Any combination of education, training, and experience likely to provide the required knowledge and abilities for these classes as described above. Typical ways include:

Possession of a bachelor's degree from an accredited college or university in a management field such as public administration, business, or health services administration; or in a relevant human services field such as social work, psychology, public health, health sciences, sociology; or in a relevant health field such as life or physical sciences. For some positions, a master's degree may be preferred. Additional qualifying experience may substitute for a degree on a year-for-year basis.

### AND

Two (2) years of supervisory experience in health care, mental health, financial assistance, community, or social services work.



# COMPENSATION

The County of Sacramento offers an excellent compensation and benefits program. The salary range for this position is \$115,612 - \$140,543 annually plus an additional 3.35% management incentive which would be a total of \$119,658 - \$145,462. The attractive benefits program includes:

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- **Retirement** – The County’s defined-benefit pension plan is provided by the County Employees’ Retirement Law of 1937 and is managed by the Sacramento County Employees’ Retirement System (SCERS) Board of Retirement.
- **Medical Insurance** – Choice of HMO and High Deductible Health Plans (HDHP), including Kaiser, Sutter, and Western Health Advantage.
- **Deferred Compensation** – A deferred compensation program is available through the County 457(b) Deferred Compensation Plan. The County will match contributions to the 457(b) Deferred Compensation Plan up to 3% into a 401(a) plan as long as the contributions to the 457(b) are at least 1% of gross salary for the pay period or at least 1% of the compensation earned year-to-date.
- **Life Insurance** – \$50,000 in life insurance coverage for the employee and \$2,000 for all eligible dependents. Employees have the option to purchase up to \$600,000 in additional life insurance coverage.
- **Holidays** – 14.5 paid holidays per year.
- **Vacation** – Two to five weeks (based upon length of service) of paid vacation.
- **Sick Leave** – 15 days per year.
- **Flexible Spending Accounts** – Employees may set aside funds on a pre-tax basis to pay for eligible medical and/or dependent care expenses.
- **Other Benefits** – The County contributes \$25.00 per pay period into a Retiree Health Savings Plan.

# HOW TO APPLY

To be considered for this incredible opportunity, applicants must complete and submit an online County of Sacramento employment application and supplemental questionnaire via the County’s job site, at [www.saccountyjobs.net](http://www.saccountyjobs.net).

**This recruitment will remain open until the position is filled.  
The initial filing cutoff is August 18, 2023.**

Following the filing deadline, submittals will be screened according to the qualifications outlined above. The most qualified candidates will be invited to participate in the interview and selection process.

If you have questions and/or for additional information about this position, please contact Eileen Radanovich, Administrative Services Office I, via phone at (916) 875-1766 or via email at [RadanovichE@saccounty.gov](mailto:RadanovichE@saccounty.gov).

