

## Compensation & Benefits

\$82,160- \$105,144 per annum

- ◆ 14 paid holidays
- ◆ 80 hours paid administrative leave
- ◆ Up to 160 hours annual paid vacation
- ◆ 96 hours annual sick leave with unlimited accrual
- ◆ 401(k) with County contribution of 2 times employee contribution up to 8% of base pay
- ◆ 457 Deferred Compensation Plan match of 1 time employee contribution up to .5% of base pay
- ◆ County provides excellent retirement benefits packages
- ◆ Monthly subsidy to offset health coverage cost depending on plan selection for health, dental, AD&D, and voluntary life insurance.
- ◆ Medical premium subsidy to offset dependent coverage
- ◆ Paid vision insurance for employee and dependents
- ◆ Paid Long and Short-Term Disability Insurance
- ◆ \$50,000 Term Life Insurance
- ◆ Variable Group Universal Life Insurance: County contributes 25% of the premium for 1 time annual base salary
- ◆ Retirement Medical Trust Fund (VEBA)
- ◆ Medical Expense Reimbursement Plan (FSA)
- ◆ \$1,000 tuition or membership reimbursement per year
- ◆ Health club membership reimbursement up to \$324 per year
- ◆ Relocation assistance

[Benefits Calculator](#)

[www.sbcounty.gov/hr/Benefits\\_Home.aspx](http://www.sbcounty.gov/hr/Benefits_Home.aspx)

*Exempt Unit (18163)*

### Contact Information

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# Deputy Director, Transitional Assistance

Salary  
Up to \$105,144  
per annum

Plus Excellent  
Benefits Package

### Application & Filing Deadline

Applications will be accepted until a sufficient number of qualified applications are received. Applicants are encouraged to apply as soon as possible as this recruitment may close at any time.

[Apply online:](#)  
[www.sbcounty.gov/hr](http://www.sbcounty.gov/hr)



## THE POSITION

The Deputy Director of Transitional Assistance is a key member of the Transitional Assistance Department leadership team. The position plans, organizes and directs the delivery of public assistance programs for a region. Deputy Directors also analyze management reports and operational data to ensure agency quality standards in eligibility determination and grant authorization are maintained and are compliant with federal and state mandates, and participate in developing the annual departmental budget and are responsible for fiscal monitoring of expenses within a region.

## MINIMUM REQUIREMENTS

Thirty (30) semester (45 quarter) units of completed college coursework in business/public administration, behavioral/social science or education. At least half of the units must be upper division level. Completion of the Management Leadership Academy (MLA) program management and executive tracks in the County of San Bernardino will be accepted toward the required coursework on the basis of 4 quarter units of credit per track completed.

**-AND-**

Two (2) years of management or second-level supervisory experience in a social service or public assistance program. All experience must be full-time and attained in a California Department of Social Services.

## DESIRED QUALIFICATIONS

The ideal candidate will be a strong manager/leader who is effective at analyzing problems and making decisions and must possess excellent interpersonal and oral/written communication skills.

## SELECTION PROCESS

There will be a **competitive evaluation** of qualifications based on a review of the Application and Supplemental Questionnaire. The most highly qualified candidates may be invited to a selection interview with the appointing authority.

## TRANSITIONAL ASSISTANCE DEPARTMENT

The mission of the Transitional Assistance Department is to enhance the quality of life in the communities we serve by providing economic support to individuals and families. We are committed to working collaboratively to provide our services accurately and efficiently, with a high emphasis on integrity, respect and customer service.

The Transitional Assistance Department (TAD) administers programs and services that can help County of San Bernardino residents with basic needs and assist them on their path to self-sufficiency. TAD collaborates with other Human Services departments and government agencies, contract providers and community-based organizations to enhance program and service delivery to needy families.

## THE COUNTY OF SAN BERNARDINO

Located in the heart of Southern California, the County of San Bernardino is the largest County in the United States. Its vast borders stretch from the greater Los Angeles area to Nevada and the Colorado River, encompassing a total area of 20,160 square miles.

With more than two million residents and 24 incorporated cities and towns, San Bernardino is the 5th fastest-growing County in the nation. The County has a workforce of nearly 19,000 and an annual operating budget of approximately \$4 billion.

Nestled south of the San Bernardino mountain range, the County is known for its scenic beauty and strategic location within an hour's drive to the desert, forest, mountains, lakes or beaches. Numerous colleges and universities support a strong, diverse local workforce, and an unparalleled network of highways, railways and airports make San Bernardino a hub for regional, national and international goods movement.