

County of San Bernardino Child Support Services



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

Exempt Unit (04256)

Contact Information

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Deputy Director, Child Support

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 asap.

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

THE POSITION

The Deputy Director of Child Support Services is a key member of the DCSS leadership team. The position plans, organizes and directs a major division of the Department of Child Support Services. Deputy Directors also formulate and implement policies, procedures and methods; analyze management reports and operational data; facilitate goal accomplishment; and ensure compliance with federal and state laws.

MINIMUM REQUIREMENTS

Thirty (30) semester (45 quarter) units of completed college coursework in Public/Business Administration, Administration of Justice, Behavioral/Social Science, English, Math or Humanities, half of which must be upper division

–AND–

(must meet one of the following options)

Option 1: Two (2) years of management experience overseeing staff in a state or county Child Support Services agency.

Option 2: Three (3) years of experience in a state or county agency analyzing Child Support program/operational practices and making policy and procedural recommendations to ensure compliance with federal or state program requirements. Experience must include at least one (1) year of supervisory or management experience over technical or administrative staff in a government agency.

Option 3: Three (3) years of professional-level administrative/management experience in a government agency with primary responsibility for the development of the agency's or department's budget and management of its fiscal operations. Experience must include developing budget justification, performing financial analysis of programs and business operations, and at least one (1) year of supervisory or management experience over staff supporting these functions.

An acceptable combination of qualifying experience and education may be considered at the discretion of Human Resources.

DESIRED QUALIFICATIONS

The ideal candidate is a customer-focused, visionary leader who is dedicated to meeting the needs of children as a Deputy Director in Child Support Services, has excellent organizational and management skills, a highly effective leadership style, experience in policy development/compliance, and fiscal, facilities, and personnel management experience. A Bachelor's degree or higher in one of the qualifying fields is also highly desirable.

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.

DEPARTMENT OF CHILD SUPPORT SERVICES

The mission of DCSS is to determine paternity, establish and enforce child support orders and secure payments to assist families in meeting the financial and medical needs of their children. The department provides timely and effective service in a professional manner.

The Department of Child Support Services (DCSS) operates the County's local Child Support Enforcement Program. DCSS locates absent parents, establishes paternity, establishes orders for monetary support and medical support pursuant to state guidelines, and enforces and modifies those obligations when needed. The department has 436 full-time employees and an operating budget of \$39 million. The department is responsible for a caseload of approximately 118,000 cases with annual collections exceeding \$160 million.

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.