

## Salary and Benefits

### Up to \$105,144 Per Annum Plus Excellent Benefits Package

- 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 1% of base pay
- **County provides 7% of base salary plus \$512.22 per month toward employee's retirement contribution**
- \$498.33 per month benefit plan 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 50% 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
- Automobile allowance of \$1,216.67 per month
- 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)

### CONTACT INFORMATION



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## COUNTY OF SAN BERNARDINO

### Employment Opportunity

Department of Child Support  
Services

**Deputy Director**

**Child Support Services**

**Salary**

**\$82,160 to \$105,144 Per Annum**

**Plus Excellent Benefits**

## The Position

The County of San Bernardino is recruiting for a **Deputy Director, Child Support** to plan, organize, and direct a major division of the Department of Child Support Services. Deputy Directors formulate and implement policies and procedures and methods; analyze management reports and operational data; facilitate goal accomplishment and ensure compliance with federal and state laws. This position is located in Loma Linda.

*The essential functions of this classification include:*

- Direct, through subordinate managers, departmental functions including: establishment and enforcement of child support obligations; accounting; automated systems; staff development and quality assurance.
- Recommend new and revised program and department goals, policies, procedures, and methods; provide consultation and interpretation of policies and procedures to subordinate managers and supervisors.

## The Qualifications

**Education:** Thirty (30) semester (45 quarter) units of completed college coursework in public/business administration, administration of justice, behavioral/social science, English, math, humanities or human services. At least half of the units must be upper division.

### AND

**Experience:** Applicants must meet one of the following areas:

**Option 1:** Three (3) years of management experience overseeing staff in a Child Support Services agency.

**Option 2:** Three (3) years of experience in a government agency analyzing Child Support operational issues and making policy recommendations to ensure compliance with Federal/State program requirements. Experience must include at least one (1) year of supervisory or management experience.

**Option 3:** Three (3) years of administrative-level experience in a government agency performing any of the following: budget preparation; fiscal management; facilities management; or personnel management. Experience must include at least one (1) year of supervisory or management experience.

## The Application and Selection Process

Please submit a completed County application and responses to the Supplemental Questions. The selection process will consist of a competitive evaluation of qualifications. The most highly qualified candidates will be referred to the appointing authority for a selection interview.

Applicants are encourage to apply online at [www.sbcounty.gov/hr](http://www.sbcounty.gov/hr)

**Applications will be accepted until a sufficient number of qualified application have been received. Interested candidates**

## Department of Child Support Services

The Child Support Services Department is comprised of dedicated, caring staff whose mission is to deliver responsive and accessible child support services that strengthens individuals, encourages personal responsibility and protects children. The goal of the Child Support Services Department is to sustain and enhance the enforcement of child support obligations in an efficient and professional manner.

**Vision Statement:** “The vision for our department is that parents will have the knowledge and resources to provide for the needs of their children.”

## The County of San Bernardino

Located in the heart of Southern California, the County of San Bernardino is the largest county in the contiguous United States. Its vast borders stretch from the greater Los Angeles area to the Nevada Border and the Colorado River, encompassing a total area of 20, 160 square miles. The County is comprised of 24 cities, with over 2 million residents and benefits from natural assets such as acclaimed mountain resorts, local, regional and national parks, and western rivers.