



# HUMAN SERVICES PROGRAM PLANNER

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 Fiscal Year (FY) 2023-24 Budget is over \$8.4 billion, and there are more than 13,600 full-time employees.

# THE DEPARTMENT

The Department of Health Services, as part of the Social Services Agency reporting to the Deputy County Executive – Social Services, provides services and programs to residents of unincorporated Sacramento County and the seven cities within its boundary. The primary mission of the Department is to promote and improve the health and wellness of the residents of Sacramento County.

The Department of Health Services was established during the Fiscal Year 2017-18. The Department includes the following divisions: Primary Health Services, Public Health Services, and Behavioral Health Services. The Department is also responsible for Juvenile Medical and Adult Correctional Services, as well as the oversight of the Medical Treatment budget units. The Approved Fiscal Year 2023-24 Budget is approximately \$993 million and includes funding from Federal, State, Realignment and grants, with 1,538.9 full-time employees.

## THE POSITION

Under direction, a Human Services Program Planner performs analytical, evaluative, coordinative and/or conceptual staff work in the planning, development and/or administration of human services programs; and performs related duties as assigned. These positions are located primarily within the Department of Health Services, Department of Child, Family and Adult Services, Department of Human Assistance, Department of Homeless Services and Housing, and First 5 Sacramento Commission.

## ESSENTIAL JOB DUTIES

This is an exciting opportunity to help shape and implement policies and programs within the Department of Health Services. This Program Planner position reports to the Department Director. The Planner would expect to:

- Facilitate, participate in, and/or help guide employee-focused groups within the Department. The groups may cover a wide range of topics, from customer service, employee wellness, employee engagement, and cultural competence.
- Lead or support Department-wide projects and initiatives.
- Analyze and evaluate new or existing programs for opportunities for process improvements, coordination across organizations, and sustainability.
- Monitor and analyze legislative proposals, make policy recommendations, help draft legislative advocacy or analysis documents, and participate in meetings around legislation.
- Review current literature and best practices for programs pertaining to programs under the Department of Health Services.
- Help develop and recommend the strategic direction and priorities for the Department.
- Develop and maintain good working relationships with Department teams, other County Departments, Community-based organization staff, advisory bodies, and other key stakeholders.
- May represent the Director and Department at various community meetings, committees or advisory bodies, and hearings.

## MINIMUM QUALIFICATIONS

A Bachelor's degree from an accredited college or university in social work, psychology, public health, health sciences or a closely related field such as life sciences or physical sciences, or in a management field such as public administration or business administration; for some positions, a Master's degree may be preferred;

**And**

Three years of professional and/or supervisory experience in program coordination, planning, development and/or evaluation.

# COMPENSATION

The County of Sacramento offers an excellent compensation and benefits program. The salary range for this position is \$115,780 - \$127,639 annually.

## *The attractive benefits program includes:*

- **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), to include Kaiser, Sutter, and Western Health Advantage.
- **Deferred Compensation** – A deferred compensation program in available through the County 457(b) Deferred Compensation Plan.
- **Life Insurance** – \$18,000 in life insurance coverage for the employee and \$2,000 for all eligible dependents. Employees have the option to purchase up to \$600,000 or 5 times your basic yearly earnings, whichever is less, 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. After 10 years of County service, employees are eligible for 2.5% longevity pay.

## 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.saccountyjjobs.net](http://www.saccountyjjobs.net).

This recruitment will remain open until the position is filled.  
**For immediate consideration, please submit your application by 5 p.m. on October 3, 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 for additional information about this position, please contact Michelle Gorre via phone at 916-875-2001 or via email at [GorreMi@saccounty.gov](mailto:GorreMi@saccounty.gov).

