# COUNTY OF SANTA CRUZ

# ASSISTANT DIVISION DIRECTOR OF CHILD WELFARE SERVICES*

## OPEN AND PROMOTIONAL

Bilingual (English/Spanish) Candidates Encouraged to Apply

Salary: $140,982- 188,282 Annually

**Final Filing Date: Friday, November 06, 2026**

**To apply, go to: www.santacruzcountyjobs.com**






***County Equity Statement***

*Equity in action in Santa Cruz County is a transformative process that embraces individuals of every status, providing unwavering support, dignity, and compassion. Through this commitment, the County ensures intentional opportunities and access, fostering an environment where everyone can thrive and belong.*

# ABOUT THE JOB

The County of Santa Cruz Human Services Department is recruiting an Assistant Division Director of Child Welfare Services. Under the general direction of the Division Director, the Assistant Division Director of Child Welfare Services assists in implementing, organizing, directing, coordinating and evaluating the Child Welfare programs of the Human Services Department. The Assistant Division Director helps lead the division that provides services to children who have been abused, neglected, or who are at risk of abuse or neglect. The Child Welfare Services department prioritizes child safety, child and family well-being and permanency for children.

*The official title for this classification is Assistant Division Director – HSD (B).

# THE REQUIREMENTS

Any combination of education and experience which will provide the required knowledge and abilities is qualifying, unless otherwise specified. A typical way to obtain these would be:

**TWO YEARS OF RESPONSIBLE ADMINISTRATIVE OR MANAGEMENT EXPERIENCE WHICH WOULD DEMONSTRATE APPLICATION OR POSSESSION OF THE REQUIRED KNOWLEDGE AND ABILITIES LISTED BELOW.**

**A MASTER'S DEGREE IN BUSINESS OR PUBLIC ADMINISTRATION, SOCIAL SERVICES OR SOCIAL WORK, OR CLOSELY RELATED FIELD MAY BE SUBSTITUTED FOR ONE YEAR OF THE REQUIRED EXPERIENCE**

SPECIAL REQUIREMENTS: Possession and maintenance of a valid California Class C driver's license or the ability to provide suitable transportation that is approved by the appointing authority

# KNOWLEDGE

Working knowledge of program planning, administration, coordination and evaluation; principles and practices of public administration; principles and practices of supervision, training and personnel management; budgeting and fiscal control; administrative problems and issues involved in the operation of a large division and department; and grant proposal writing and legislative processes related to developing funding sources may be required for some positions. Some knowledge of the functions and services of the assigned division's programs; local government organization and operations and of the interrelationships between County, Federal and State government and community organizations concerned with the delivery of the assigned division programs services; community needs and public and private community resources providing services related to the assigned division's programs; laws and regulations pertaining to programs included in the assigned division; current developments and trends in the assigned division programs' services field; application of data processing to program operations; contracts negotiation and administration for some positions; and decentralized fiscal management for some positions.

## ABILITY TO

Assist the Division Director to plan, organize, and direct, through subordinate managers and supervisors, the activities of a large staff engaged in the administration of the division programs; exercise initiative, ingenuity, and sound judgment to solve difficult administrative and personnel problems; analyze, interpret, and explain complex regulations, laws, court decisions and directives affecting division programs; evaluate programs; express division positions effectively in oral and written form; develop and coordinate functions among division, departments and agencies; establish and maintain effective working relationships with others; interpret and explain division operations and programs to other departments, agencies and community groups; speak effectively before groups; prepare and monitor contracts and budgets; provide professional consultation and program leadership; train and orientate staff; develop, negotiate and monitor funding sources for some positions; and direct a decentralized fiscal management component for some positions.



## THE EXAMINATION

Your application and supplemental questionnaire will be reviewed to determine if you have met the education, experience, training and/or licensing requirements as stated on the job announcement. If you meet these criteria and are one of the best qualified, you may be required to compete in any combination of written, oral and/or performance examinations or a competitive evaluation of training and experience as described on your application and supplemental questionnaire. You must pass all components of the examination to be placed on the eligible list. The examination may be eliminated if there are ten or fewer qualified applicants. If the eligible list is established without the administration of the announced examination, the life of the eligible list will be six months and your overall score will be based upon an evaluation of your application and supplemental questionnaire. If during those six months it is necessary to administer another examination for this job class, you will be invited to take the examination to remain on the eligible list.

## SUPPLEMENTAL QUESTIONNAIRE

1. Describe how you lead, manage and inspire staff to ensure that department goals are met.

2. Describe your experience establishing cross-agency partnerships. Provide an example of a situation that required collaboration and engagement to reach a common goal. Describe your role, what you hoped to achieve, and any challenges in the process. Include how you contributed to improving the outcomes and what you would do differently next time.

## HOW TO APPLY

Apply online at www.santacruzcountyjobs.com or mail/bring an application and supplemental questionnaire to: Santa Cruz County Human Resources Department, 701 Ocean Street, Room 510, Santa Cruz, CA 95060. For information, call (831) 454-2600. Hearing Impaired TDD/TTY: 711. Applications will meet the final filing date if received: 1) in the Human Resources Department by 5:00 p.m. on the final filing date, 2) submitted online before midnight of the final filing date.

**Women, people of color, and people with disabilities are encouraged to apply. If you have a disability that requires test accommodation, please call (831) 454-2600.**

To comply with the 1986 Immigration Reform and Control Act, Santa Cruz County verifies that all new employees are either U.S. citizens or persons authorized to work in the U.S.

## HIGHLIGHTED BENEFIT OFFERINGS

**VACATION** - 16 days 1st year, increasing to 31 days per year after 15 years of service. Available after 1 year of service.
**ADMINISTRATIVE LEAVE** – One week advanced upon appointment; two weeks accrued each year; can be taken in cash or time off.
**HOLIDAYS** - 14 paid holidays per year.
**SICK LEAVE** - Six days per year.
**BEREAVEMENT LEAVE** - 5 days - 3 paid & 2 unpaid in California, 5 days paid out-of-state.
**MEDICAL PLAN** - The County contracts with CalPERS for a variety of medical plans. For most plans, County contributions pay a majority of the premiums for employees and eligible dependents.
**DENTAL PLAN** - County pays for employee and eligible dependent coverage.
**VISION PLAN** - The County pays for employee coverage. Employee may purchase eligible dependent coverage.
**RETIREMENT AND SOCIAL SECURITY** - Pension formula 2% at age 60 or 2% at age 62 as determined based on provisions of the CA Public Employees' Pension Reform Act of 2013(PEPRA). Pension benefit determined by final average compensation of three years. County participates in Social Security.
**LIFE INSURANCE** - County paid $50,000 term policy. Employee may purchase additional life insurance.
**LONG TERM DISABILITY PLAN** - Plan pays 66 2/3% of the first $13,500, up to $9,000 per month maximum.
**DEPENDENT-CARE PLAN** - Employees who pay for qualifying child or dependent care expenses may elect this pre-tax program.
**H-CARE PLAN** - Employees who pay a County medical premium may elect this pre-tax program.
**HEALTH CARE FLEXIBLE SPENDING ALLOWANCE (HCFSA)** – Employees may elect this pre-tax program to cover qualifying health care expenses.
**DEFERRED COMPENSATION** - A deferred compensation plan is available to employees.

**Note: Provisions of this bulletin do not constitute an expressed or implied contract.**