

Placer County Health and Human Services Department

Invites applications for:

# VETERAN SERVICES OFFICER



**Total Estimated Annual Salary: \$82,700.80 to \$103,272.00**

\*Salary at appointment based on qualifications and experience.

This recruitment is open until filled. Interested applicants are encouraged to apply immediately by submitting an application via the County's website at [www.JobsAtPlacerCounty.com](http://www.JobsAtPlacerCounty.com).



## THE OPPORTUNITY

This is an extraordinary career opportunity to join a progressive and innovative county located in scenic Northern California. Placer County is an award-winning organization and a noted leader in the field of health and human services. The County seeks to attract highly qualified candidates for consideration that bring credibility, passion, and an innovative approach to the delivery of services to the community.

## COUNTY GOVERNANCE AND ORGANIZATION STRUCTURE

The County is governed by a five-member Board of Supervisors elected to four-year terms by voters within their respective districts. This governing structure has nearly all non-elected Department Heads reporting to the County Executive Officer. The County's budget for FY 2021/2022 is \$1.02 billion with a current staff of approximately 2,700 funded positions.

## HEALTH & HUMAN SERVICES DEPARTMENT

The consolidated Department of Health and Human Services (HHS) is a mission-driven organization responsible for a broad range of public health, behavioral health, and human services. HHS builds health and well-being in Placer County as leaders, innovators, and partners with our community to strengthen, support and protect all who live here. HHS consists of six divisions, including:

- Human Services
- Adult System of Care
- Children's System of Care
- Public Health
- Environmental Health and Animal Services
- Administration

The HHS operating budget for 2021/2022 is approximately \$243 million with 756 positions.

## THE POSITION

The Veteran Services Officer is an unclassified, management level position that reports to higher level management within HHS – Human Services. This position is responsible for planning, organizing, and coordinating the operational activities of the Veteran Services program within HHS while functioning as a proactive and positive team leader with the Department.

The Veteran Services Officer assists veterans and dependents in obtaining benefits; plans, prioritizes, assigns, supervises, and reviews the work of assigned professional, technical, and clerical staff; establishes operational processes, methods, and procedures in support of the Veteran Services Program; and performs a variety of technical and specialized functions in support of Veteran Services.

## SAMPLE DUTIES

- Participate in the development and implementation of program mission, goals, and objectives; establish operational processes, methods, and procedures, to effectively meet the program goals and client needs.
- Plan, organize, and supervise the operational activities in support of Veterans Services; effectively manage and monitor the allocation of designated resources; maintain a variety of records and documentation and prepare reports on program operations and activities; and ensure compliance with stated mission, goals, regulations, and guidelines.
- Plan, prioritize, assign, supervise, and review the work of assigned staff.
- Participate in collaborative activities with various community groups and other public agencies to identify and assess the needs of clients.
- Provide technical assistance to veterans and dependents regarding Federal and State benefit entitlement.

- Oversee and participate in the development of the program's work plan; assign work activities, projects, and programs; monitor workflow; review and evaluate work products, methods, and procedures; and recommend improvements and modifications as necessary.
- Participate in the preparation and administration of Veteran Services program budget; prepare cost estimates/projections; submit justifications for requested resources; and monitor and control expenditures.
- Participate in the selection of assigned staff; provide or coordinate staff training; conduct performance evaluations; recommend discipline; and implement discipline procedures as directed.
- Act as a primary resource to clients, staff, and the general public regarding professional, programmatic, administrative, and/or operational issues.
- Represent the Veterans Services program to outside groups and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.
- Research and prepare technical and administrative reports and studies; prepare written correspondence and/or deliver oral presentations as necessary.
- Build and maintain positive working relationships with co-workers, other County employees and the public using principles of good customer service.

## THE IDEAL CANDIDATE

The ideal candidate will be a strong manager, and an accomplished professional with a demonstrated ability to develop innovative options to address issues facing the Department and the community.

In addition, the ideal candidate will possess and demonstrate the following experience and skills:

- Mentoring, leading, and motivating staff in an environment that fosters mutual respect.
- Experience as a collaborative partner with the ability to communicate effectively with customers, community organizations, and community leaders.
- Ability to develop, implement, evaluate, and achieve organization-wide goals, as well as client services programs with a focus on successful outcomes that result in populations achieving self-sufficiency, improved health, personal safety and dignity.
- Strong focus on systems, operations and innovation.
- Excellent interpersonal skills; team building, coaching, and supervising.
- Ability to maintain a steady sense of humor.

## PLACER COUNTY

Placer County presents a rapidly growing and prosperous community characterized by a healthy and mature economy, attractive business environment, and residents who benefit from a developed educational, safety and healthcare infrastructure. It is consistently ranked first for its quality of life and is in the top healthiest counties in California. It is also home to Sierra College and William Jessup University, with plans for two additional universities to develop in the western part of the County.

Placer County contains approximately 400,000 residents, which includes those living in the cities of Roseville, Rocklin, Lincoln, Loomis, Auburn and Colfax, as well as unincorporated areas including the north shore of Lake Tahoe. The County is bordered by Nevada County to the north, the State of Nevada to the east, El Dorado and Sacramento counties to the south, and Sutter and Yuba counties to the west. The County Government Center is located in North Auburn.

Well known for excellent, award winning elementary and high schools, Placer County also offers a range of affordable housing options. Outdoor recreation activities in Placer County are abundant all year long given its proximity to both the Sierra Nevada Mountains and Lake Tahoe. Activities range from hiking, biking, and horseback riding to river rafting, snowshoeing, and skiing.

## MINIMUM QUALIFICATIONS

**Education**—Equivalent to a bachelor's degree from an accredited college or university with major course work in business or public administration, behavioral sciences, or a related field.

**Experience**—Five years of increasingly responsible experience in veterans' services administration.

The Veteran Services Officer must be a veteran of a branch of the United States Armed Forces, as defined in applicable sections of the State Military and Veteran's code.

**License or Certificate**—Possession of, or ability to obtain, certification from the State of California Department of Veterans Affairs to present claims to the United States Department of Veterans Affairs. May need to possess a valid driver's license as required by the position. Proof of adequate vehicle insurance and medical clearance may also be required.

## COMPENSATION AND BENEFITS

The estimated annual salary range for this unclassified management position is \$82,700.80 to \$103,272.00. In addition, the County also offers an attractive benefits package as described below.

**Management, Sick Leave, Holidays and Vacation**—The County provides 100 hours of management leave to be used as time off or cash-out, as well as 12 paid days of sick leave

per year and 13 paid holidays per year. Vacation is accrued beginning at 10 days per year, increasing to a maximum of 25 days per year with 20 years of service.

**Cafeteria Plan**—The County provides \$4,000 per calendar year that can be taken in cash or used for unreimbursed medical expenses, unreimbursed dependent care expenses, or 401(k) plan contribution.

**Deferred Compensation**—Voluntary 401(k) is available through payroll deductions. The County will match one dollar for every four dollars in employee contributions made to a 401(k) account up to a maximum employer contribution of \$750.00 per employee per calendar year.

**Education Allowance**—Tuition reimbursement is available for approved classes up to a maximum of \$1,200 per year.

**Health, Dental and Vision Insurance**—Health coverage is available through California Public Employees' Retirement System (CalPERS) with the County paying 80% of the selected plans total premium for employee. Dental and Vision insurance are fully paid by the County for the employee; the employee pays the premium for dependents.

**Life Insurance**—A fully paid double indemnity life insurance policy of \$50,000 is provided for the employee. An accidental death policy of \$10,000 is also fully paid by the County.

**Retiree Medical**—Placer County employees hired prior to January 2, 2005, receive the same County medical contribution as active employees upon retirement with five years of PERS service credit. Employees hired after January 2, 2005, receive 50% of the County medical contribution upon retirement with ten years PERS service credit inclusive of five years of Placer County service. Employees receive an additional 5% of the County medical contribution for each additional year of service up to 20 years.

**Retirement Plans**—Employees are covered by Social Security and the California Public Employees Retirement System (CalPERS). Placer County has three pension tiers for miscellaneous members, 2.5% at 55, 2% at 55 and 2% at 62. The tier an employee is placed in is dependent upon hire date and CalPERS membership date. Beginning January 1, 2013, all new hires to Placer County who have not been members of CalPERS within the last six months will generally be placed in a 2% at 62 formula. Both the employer and employee contribute 6.2% into Social Security and 1.45% into Medicare.

## APPLICATION PROCESS

To be considered for this excellent career opportunity, please submit a completed application and an expanded resume (no more than five pages) via the County's website at [www.JobsAtPlacerCounty.com](http://www.JobsAtPlacerCounty.com)

This recruitment will be open until filled. Interested candidates are encouraged to apply immediately.

Appointment to this position will be contingent upon successful completion of a post-offer pre-employment background investigation, including fingerprint clearance, and medical evaluation.

## SELECTION PROCESS

An application appraisal screening will be conducted to select a reasonable number of the best-qualified candidates who will be invited to an interview. The interviews will be used to appraise the education, experience, and personal qualifications of each best-qualified applicant.

For additional information about Placer County please visit the website at [www.placer.ca.gov](http://www.placer.ca.gov).

Thank you for your interest in employment with Placer County. Placer County is an equal opportunity employer and is committed to an active nondiscrimination program. It is the stated policy of Placer County that harassment, discrimination and retaliation are prohibited and that all employees, applicants, agents, contractors, and interns/volunteers shall receive equal consideration and treatment. All terms and conditions of employment, including but not limited to recruitment, hiring, transfer and promotion will be based on the qualifications of the individual for the positions being filled regardless of gender (including gender identity and expression), sexual orientation, race, color, ancestry, religion, national origin, physical disability (including HIV and AIDS), mental disability, medical condition (cancer or genetic characteristics/information), age (40 or over), marital status, military and/or veteran status, sex (including pregnancy, childbirth and related medical conditions), or any other classification protected by federal, state, or local law. Please contact the Human Resources Department at least 5 working days before a scheduled examination if you require accommodation in the examination process. Medical disability verification may be required prior to accommodation.

## HUMAN RESOURCES DEPARTMENT Equal Opportunity Employer

145 Fulweiler Avenue, Suite 200  
Auburn CA 95603  
Main Telephone: (530) 889-4060  
[www.JobsAtPlacerCounty.com](http://www.JobsAtPlacerCounty.com)

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