



# DIRECTOR OF HEALTH, HOUSING AND COMMUNITY SERVICES

## OUR COMMUNITY

Famous around the globe as a center for academic achievement, scientific exploration, free speech and the arts, the City of Berkeley is bordered by San Francisco Bay to the west and rolling hills to the east. The City is renowned for its green space, mild weather, and world-class cultural life. International shopping districts, outstanding restaurants, cutting-edge environmental organizations, art galleries, theaters, museums, Berkeley City College and the University of California at Berkeley all add to the City's uniquely diverse and culturally rich atmosphere. Over 50 public parks, miles of bike lanes and walking trails, and a public marina offer exceptional opportunities for year-round outdoor recreation.

The City is governed by a Mayor, elected at-large for a four-year term and eight Councilmembers, elected by district to four-year terms. The Mayor serves at Council meetings as Council Chair and votes as an individual ninth member. The City Council appoints the City Manager to oversee the administration of City operations. Under the provisions of the Berkeley Charter, the Director of Health, Housing and Community Services is appointed by, and reports to, the City Manager upon affirmative vote of five councilmembers. In addition, the City is advised by 40 commissions comprised of community members, advocates and stakeholders, all investing their time and energy to improve and protect the quality of life for all who live in the City of Berkeley.

## HEALTH, HOUSING AND COMMUNITY SERVICES

### **MISSION**

*Enhancing community life  
Supporting health and wellness for all*

The Health, Housing and Community Services Department is comprised of five divisions and the Office of the Director. The Department is supported by 250 employees and a FY19 budget of \$60.26M.

### **Office of the Director (\$2.66M/17 FTE)**

- Provides overall leadership, strategic direction, policy development, management, and fiscal oversight of HHCS
- Works with stakeholders to prioritize projects that most directly impact the health and well-being of Berkeley residents
- Manages the Department's fiscal activities including budgeting, accounting, payroll, purchasing and billings to external funders

### **Aging Services (\$4.75M budget/25 FTE)**

- Enhances the well-being and independence of older adults by offering social connections, activities, and lifelong learning
- Provides consultation, referral, and linkages to resources such as food security, health insurance, affordable housing, and family caregiver support
- Offers nutritious weekday lunches for older community members
- Provides transportation resources to older adults and disabled Berkeley residents to improve quality of life and access to community resources

### **Environmental Health (\$2.45M/13 FTE)**

- Protects public health and prevents disease by enforcing state and local health laws and investigating foodborne illness
- Permits and inspects regulated facilities such as retail food facilities, tobacco retailers, public swimming pools, body art facilities, and cannabis dispensaries
- Responds to complaints and unhealthy environments to prevent disease
- Inspects and permits food facilities at city sanctioned special events such as street fairs

### **Housing and Community Services (\$23.57M/21 FTE)**

- Support the creation and preservation of affordable housing in Berkeley
- Administer local and federal funds to support low-income Berkeley residents
- Includes Shelter + Care; Community Development Block Grant (CDBG); Emergency Solutions Grant (ESG); and Community Services Block Grant (CSBG)
- Manage employment programs
- Administer federal funding for community agency social services and renovations to community facilities and single family homes
- Develop and administer homeless programs and policies

### **Public Health (\$10.43M/52 FTE)**

- Strives to achieve health equity in Berkeley through partnerships and community-engaged work
- Identifies and responds to community health threats
- Creates environments that optimize health and well-being for all







### Mental Health (\$16.39M/73 FTE)

- "Front Door" to the public mental health system, with on demand assessment and linkage to care
- Comprehensive treatment for low-income families, adults and children with major mental health concerns
- Mobile Crisis Team responds to mental health emergencies and crisis situations
- Funds a variety of community providers and projects resulting in services that reach a wide range of City residents (such as school age children, seniors, LGBTQI, transition age youth, and underserved ethnic groups)

### THE DIRECTOR

This position oversees the Department of Health, Housing and Community Services with responsibility for the planning, organization, administration, financial management and effective operation of its programs and services. These programs and services include the promotion of the physical, emotional, environmental and social well-being of the Berkeley community; and, performs related duties as required. This position is vacant due to the promotion of the previous Director.

At a baseline, the Office of the Director is responsible for:

**Budget and Administration** – Provides fiscal oversight and supports entire department through budgeting, accounting, payroll, purchasing and billing to external funders.

**Strategy, Policy and Leadership** – Provides overall leadership, strategic direction, policy development, and management. Includes the Results Based Accountability Impact Berkeley initiative, a new approach to measure and deepen our positive impact in the community, especially for those most vulnerable.

**Communication** – Coordinates internal and external communication to support department priorities and mission.

**HIPAA and Compliance** – Ensures department functions in an ethical and legal manner; advises management on possible risks; investigates incidents and develops policies and procedures to improve compliance.

### IMPACT BERKELEY

*Focusing our thinking,  
planning, and decision-making  
around achieving results.*

A program of the Office of the Director, Impact Berkeley is a long-term HHCS initiative that engages staff and community-based partners in using Results Based Accountability (RBA). The ultimate goal is to deepen positive impacts on the communities served, especially for those most vulnerable.

Impact Berkeley works intensively with cohorts of programs to use the tools and concepts of RBA to better understand, communicate and ultimately strengthen the services provided. Staff have been working hard to envision, clarify and develop a common language about the results they hope to achieve, and then use a rigorous framework to measure and enhance progress towards those results. Currently, 63 people have been trained in RBA and 21 projects are implementing its use.

### THE IDEAL CANDIDATE

The ideal candidate will be a seasoned, approachable, high-energy leader who possesses the ability to work collaboratively with the Council, staff, and stakeholders. This role requires technical expertise, creativity, resourcefulness and sound judgment in the analysis and solution of complex problems. The next Director will possess exceptional management, interpersonal and communication skills and be deeply engaged with projects, programs, and people. A professional demeanor and the ability to quickly and effectively assess, engage with, and acclimate to an organization's needs is expected. Dedication to transparency, inclusivity, diversity and strong ethics is paramount in this role.

### QUALIFICATIONS

A typical way of gaining the knowledge and abilities required of this role includes:

- Graduation from a four-year college or university with major coursework in Business or Public Administration, Health Care or Hospital Administration, Public Health Administration or a closely related field.

- Six (6) years of progressively responsible experience in public administration, health care management, or community development. At least four (4) years of this experience must have been at a managerial level, which included state and federally funded services; policy formation; program planning, development and implementation; and budget and personnel management.
- A Master's Degree in the fields noted above and experience with citizen-participation based planning efforts, citizen boards and commissions, and state and federal grant administration are highly desirable.

## COMPENSATION

The annual salary range for the Director of Health, Housing and Community Services is **\$165,778.29 - \$227,960.30**. Placement within the stated range will be based upon the selected candidate's experience and qualifications. In addition to a competitive salary, the City of Berkeley offers a comprehensive executive benefits package including:

- **Retirement Plan**
  - » City employees are included in the California Public Employees' Retirement System (CalPERS). Retirement formula is either 2% at age 62, or 2.7% at age 55 depending on the individual's eligibility. Employees are vested in CalPERS after 5 years of full-time service.
  - » S.R.I.P: The City contributes 6.7% of the employee's salary (up to a maximum annual salary of \$32,400) into a 401(a) Supplemental Retirement Income Plan account (SRIP). The City is not a member of Social Security, therefore only the Medicare portion is deducted from employees' salaries.
- **Deferred Compensation** – Employees may contribute up to \$19,000 per year to the Deferred Compensation Plan.
- **Health and Dental** – The City provides full health and dental coverage for employees and eligible dependents, including domestic partners. The City does not participate in the CalPERS Medical Program (PEMHCA) but does offer its own Retiree Health Premium Assistance Plan.
- **Life Insurance** – City-paid life insurance coverage for employees.
- **Vacation** – Two weeks of vacation earned annually, increasing to three weeks starting after year three. (This benefit is subject to negotiation depending on experience).
- **Administrative Leave** – One week of management administrative leave annually.
- **Holidays** – Thirteen regular paid holidays plus three floating holidays annually.
- **Sick Leave** – Employees earn twelve days of sick leave annually.
- **Y.M.C.A.** – City-paid discount on Y.M.C.A. membership.
- **Transit Subsidy** – Subsidy for public transportation on BART and AC Transit.

## APPLICATION PROCESS & RECRUITMENT SCHEDULE

**This position is open until filled.** To be considered for this exceptional career opportunity, please submit your cover letter with résumé, and a list of five professional references (who will **not** be contacted in the early stages of the recruitment). Résumés should reflect years **and** months of positions held, as well as size of staff and budgets you have managed.

Forward to: <https://executivesearch.cpshr.us/JobDetail?ID=461>

**CPS HR CONSULTING**

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Résumés will be screened based on the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the consultant. CPS HR Consulting will report the results to the City. Only the most qualified candidates, as determined by the screening process, will be invited to participate in the selection process. The City of Berkeley will then select finalists for panel interviews. Candidates deemed most qualified will be invited to participate in a final interview process. Background and reference checks will be conducted after the final round. For additional information about this position please contact Frank Rojas.

