

CONTRA COSTA COUNTY

Chief Financial Officer

Employment and Human
Services Department

Contra Costa County is seeking a Chief Financial Officer (CFO) for their Employment and Human Services Department (EHSD). The successful candidate will be a finance and accounting professional with organizational leadership skills, financial acumen, and strategic business thinking who is tech-savvy and has experience with **complex financial systems** and programs **in a health and human services organization**. As EHSD's CFO, you will be part of the department's executive team and a financial strategic business partner to the Program Directors and the EHSD Director.





The Department

The Employment & Human Services Department is the second largest department in Contra Costa County. The seven bureaus include: Children & Family Services, Aging & Adult Services, Workforce Services, Community Services, the Workforce Development Board, Administrative Services and Finance. The Department provides more than 60 programs that serve over 200,000 residents annually who are in need of basic protection or support services. The majority of the services provided are to children and families, the elderly, the disabled, as well as those on public assistance, to whom services are mandated by federal and state laws and local ordinances. As part of the assistance programs, EHSD also assists with job training to allow people to enter or move up in the workforce. Programs are offered throughout the County from 40 locations and delivered by more than 2,000 permanent and temporary staff. Approximately 90% of the Department's program dollars come from federal and state sources. There are multiple separate funding streams, complex financial reporting and integrated programmatic financing through partnered services with other County Departments such as Probation, Behavioral Health and Public Health Departments.

The Job & The Ideal Candidate

The CFO reports to the Director of EHSD and is an at-will employee exempt from the Merit System. The CFO leads 42 dedicated professional and support staff and oversees a Department budget over \$500 million. The successful candidate works with bureau chiefs and staff to craft sound financial and staffing plans to provide quality services to our customers.

You will effectively lead the fiscal functions of the department and communicate with all levels of management and government agencies. You will be a dynamic member of the Executive Team, an asset in modeling a culture that attracts and retains employees at all levels, able to **forge excellent interpersonal relationships**, particularly with the County Auditor-Controller, County Counsel, and County Administrator. You need to have versatile communication skills, convey self-confidence, take initiative, value personal and fiscal integrity and consistently demonstrate good judgment. Proficiency with modern systems and technology used

for budgeting and fiscal management is needed. EHSD is seeking a professional with a big picture perspective and vision for the entire organization's financial systems and who understands the complexities of all its moving parts. The ideal CFO is able to take large amounts of complex data and **build financial models to enable forecasting** and **adapt systems to ever-changing programs, rules, and policies**. You should be adept at communicating the Department's financial information in clear and concise language that is understandable to a nonfinancial audience. You should understand **public sector management**, especially how **public, social and human service agencies function**, have a customer service focus, be passionate about serving the Department's customers and respect cultural and economic differences.

The successful candidate will:

Finance/Administration

- Oversee financial operations of the department and divisional activities, and complex programmatic financing
- Develop and administer a \$500 million Department budget
- Be a dependable and integral strategic partner to the Department Director and senior leadership team
- Use data models and analytics to assess budget performance and recommend course corrections
- Understand complex and interrelated funding sources and budgets
- Oversee financial administration of contracts and grants
- Advise management on short-term and long-term financial objectives
- Develop, review, and implement policies and procedures for the Department's financial operations
- Gain knowledge regarding the provisions of the California Welfare and Institutions Code and other laws and regulations governing the financing operations of public social and human services programs
- Direct and administer a complex claiming system and the preparation of complex and detailed reports to maximize and accurately claim state, federal, and grant program funding and ensure compliance with various mandates



- Be dedicated to the highest ideals of integrity, accuracy and professionalism in financial management and reporting

Financial Systems

- Set priorities and methods for financial and accounting operations
- Ensure a comprehensive approach to departmental budget oversight
- Analyze and recommend improvements to streamline financial and business processes
- Utilize automated information systems effectively and keep abreast of best practices and technology innovations

Leadership

- Be a visionary leader who is approachable, politically astute and brings a management style that fosters trust, cooperation, respect and collaboration
- Direct a team of professional, technical and clerical staff providing financial services: accounting, accounts payable and collections activities
- Build and advance organizational capacity through coaching, motivation and establishing a solid talent pipeline
- Be a collaborative leader and adept at influencing political and legislative environments
- Be capable of integrating multiple programs, systems and resources to minimize operational silos
- Mentor staff and provide guidance in achieving individuals' goals, and evaluating work results

Interpersonal/Communications

- Have versatile communication skills, convey self-confidence, take initiative, value personal and fiscal integrity and consistently demonstrate good judgment
- Be flexible, organized and analytical and bring a high level of initiative and commitment to the position
- Represent the department on financial operational issues with federal, state, and local funding authorities
- Interact effectively with the County Auditor Controller, County financial professionals and County Administrator's Office on a regular basis
- Effectively communicate complex administrative and financial concepts

[Learn more about what's it like to work for the Employment and Human Services Department by watching this video!](#)

Employment Standards/Preferences

1. Education: Possession of a Bachelor's degree from an accredited college or university with a major in Business or Public Administration, Accounting, Finance, or a closely related field; and



2. Experience: Four years of full-time management or supervisory level experience with the responsibility for fiscal operations, financial planning, budget development, or governmental accounting, for a division or department of a public agency with complex funding and budgeting.
3. Substitution: Possession of a Master's degree in Business or Public Administration or a closely related field or current CPA certificate may be substituted for one year of the required experience.

Ideal Certificates and Licenses:

- Possession of a valid California Motor Vehicle Operator's License is required; out of state valid motor vehicle operator's license will be accepted during the application process.
- Possession of a CPA, CFA, CMA, CGFM credential is desirable. (5% differential if candidate possesses certification in good standing).

SALARY: \$120,037 - \$153,201- negotiable within step range DOE/DOQ

BENEFITS: Contra Costa County offers a range of competitive benefit options

Retirement: The County pays the employer contribution to CCCERA, a 1937 Act defined benefit retirement plan, which is reciprocal with other 1937 Act county retirement systems, CalPERS and systems with CalPERS reciprocity. Employee contributions are based on age at date of hire with the County or another employer with a reciprocal retirement system.

Social Security: The County participates in Social Security and Medicare.

Medical Insurance: A variety of medical and dental plans are offered.

Life Insurance: County program is provided; employee may subscribe to a voluntary supplemental program.

Long Term Disability: County paid program available.

Vacation Leave: Initial monthly accrual rate is 10 hours, with a maximum accumulation of 240 hours.

Sick Leave: Monthly accrual is 8 hours.



Annual Management Administrative Leave: 94 non accruable leave hours are credited each January 1st (prorated for those hired after January 1st).

Personal Holiday Credit: Accrual of 2 hours each month, up to 40 hours.

Holidays: 10 holidays per year.

Professional Development Reimbursement: Eligible for reimbursement of \$625 each 2-year period for qualifying expenses.

Deferred Compensation Plan: The County offers \$85 and \$150 per month incentive plans upon qualifying employee contributions to the 457 Deferred Compensation Plan.

How To Apply

The recruitment will close on January 14, 2020.

CPS HR  CONSULTING

To be considered, please submit a detailed resume, cover letter, and a list of six work-related references (who will **not** be contacted until the late stages of the recruitment and will be coordinated with the successful candidate). Your resume should indicate the size of staff and budgets you have managed and also reflect both years **and** months with regard to the employment dates for current and prior positions held. Please submit your materials through our website at:

<https://executivesearch.cpshr.us/JobDetail?ID=595>



Contra Costa County is an Equal Opportunity/ADA Employer



The County

The County of Contra Costa provides a full range of services through 24 County Departments divided into service areas such as: Public Protection, General Government, Health and Human Services, Growth Management, Special Districts and Authorities, and a number of affiliated organizations. The County has a FY 2019/2020 budget of \$3.7 billion, a General Fund of \$1.7 billion, and permanent county wide staff of approximately 9,800. Contra Costa County is one of nine counties in the San Francisco-Oakland Bay Area; covers approximately 733 square miles; has one of the fastest growing workforces; and is rich in ethnic, cultural and socioeconomic population diversity. The County includes 19 incorporated cities; over one million residents; and a diverse community environment including urban, suburban, industrial, agricultural and port areas. Nearby are prestigious public and private academic institutions, including Stanford University, University of California at Berkeley, University of San Francisco, University of the Pacific, and various California State university campuses including nearby California State East Bay. Recreation within the County varies from fishing, boating, water skiing, hiking, horseback riding and camping. The wine country of Napa and Sonoma Counties as well as picturesque seaside communities are nearby.