



Contra Costa County
*Department of Employment and
Human Services*

*invites your interest
for the position of*

**Director of
Workforce
Development
Board**



The County of Contra Costa

Located in northern California, Contra Costa County covers approximately 733 square miles extending from the northeastern shore of San Francisco Bay east to San Joaquin County. With a population of just over 1 million, the County is among the ten most populous counties in California and home to one of the State's most ethnically, culturally, and socioeconomically diverse populations. It has one of the fastest growing work forces among Bay Area counties, with growth in its employment base being driven by the need to provide services to an increasing population and the presence of relatively high-wage skilled jobs.



The County contains 19 incorporated cities and includes a variety of urban, suburban, industrial, agricultural, and port areas. Substantial portions of the County are served by the San Francisco Bay Area Rapid Transit (BART), which has contributed to significant residential and commercial development. Contra Costa is home to numerous attractions, including wildlife refuges, state parks, historic sites, and a variety of museums. Mount Diablo, a 3,849-foot peak at the north end of the Diablo Hills, is popular with outdoor enthusiasts, as are hiking, biking, horseback riding, boating, and other activities. The wine country of Napa and Sonoma Counties, picturesque seaside communities such as Carmel and Monterey, and the Sierra Lake Tahoe region are all within driving distance of Contra Costa.

Several prestigious public and private academic institutions are also located nearby, including Stanford University, University of California at Berkeley, University of San Francisco, University of the Pacific, San Jose State University, and California State University, East Bay. One of California's best community college systems is also located in Contra Costa County.

County Government and the Employment & Human Services Department

Contra Costa County was created in 1850 as one of the 27 counties formed at the time of California's statehood. The County Seat and County's Administrative Offices are located in the City of Martinez. Contra Costa County is governed by an elected five-member Board of Supervisors and includes a variety of citizen commissions, committees, and other entities that advise the Board and County staff of issues and policy. The County Administrator is responsible for the day-to-day operations of the County, including overseeing implementation of Board directives; planning, monitoring, and



overseeing County operations; supervising appointed Department Heads; and preparing the annual budget, among other tasks.

The County provides a full range of services through 25 County departments divided into the service areas of Public Protection, General Government/Municipal Services, Health and Human Services, and Special Districts and Authorities. It has just shy of 11,000 employees and a total FY2020/21 budget of \$4.5 billion with a General Fund budget of \$1.8 billion.

The Employment & Human Services Department (EHSD) is the second largest department in Contra Costa County. Its Bureaus include Children & Family Services, Aging & Adult Services, Workforce Services, Community Services, the Workforce Development Board and Administrative Services. The programs and services are offered throughout the County from 40 locations by more than 2,000 staff members.

The Position and Ideal Candidate

The Workforce Development Board Executive Director (WDBED) reports to the County's Director of Employment and Human Services and is responsible for staffing the Workforce Development Board, managing workforce development systems, planning, and policy, and for oversight of America's Job Center certification and economic strategic planning. This role oversees a professional staff of 17 that is largely focused on contract management of local non-profit agencies that conduct training efforts on behalf of the WDB and providing technical assistance and support services to small businesses.



A key aspect of this assignment is working with and supporting the Workforce Development Board, typically comprised of private sector executives that may have divergent perspectives and priorities related to workforce training investments and programs than the County Board of Supervisors. This requires a close connection with both entities based on positive working relationships, proactive communication, and astute financial and budget acumen. This complex governmental arrangement also requires technical strengths in the areas of technology, project and contract management, and the ability to expand external partnerships with a wide range of community groups, non-profits and with employers that are transitioning workforces. The range and nature of training needs are diverse, complex and wide ranging. Regional partnerships and relationships are an essential element to service delivery as program coordination and communication with other workforce boards and county partners are an important aspect of this role

The current Covid-19 pandemic has had a profound effect on the labor market and this agency, resulting in major demands for service, training and placement, and small business support. This issue remains an ongoing challenge to operational capacity with staff, training providers and others in the social service safety net. The desire is to ensure key training benchmarks and project parameters are met and positive outcomes result from those collective efforts. Internally, the WDBED must provide active and positive leadership through collaboration and engagement, while serving as a role model in reflecting a commitment to social equity, diversity, and inclusion.

This position requires a bachelor's degree from an accredited college or university with a major in business or public administration, social work or a closely related field along with four or more years of full time experience in a managerial, administrative or staff position including responsibility for employment, training, economic or workforce development programs and working with citizen boards, community based councils, and various levels of government. Two of those years must include supervisory responsibilities. A master's degree in a related field may be substituted for one year of the required experience but not of the supervisory experience.

Compensation and Benefits

The salary range for this position is \$119,506.44 - \$145,260.84 annually DOQ. The County offers a competitive benefits program that includes the following:

- ◆ Retirement - The County pays the employer contribution to CCCERA, a 1937 Act defined benefit retirement plan, which has reciprocity with other 1937 Act county retirement systems, CalPERS and systems with CalPERS reciprocity. Employee contributions are based on a percentage of pensionable compensation. The County also participates in Social Security and Medicare.
- ◆ Health Insurance - A variety of medical, dental, and vision plans are offered.
- ◆ Life Insurance - County program is provided; employee may subscribe to a voluntary supplemental program.
- ◆ Long Term Disability - County paid program.
- ◆ Vacation Leave - Initial monthly accrual rate is 10 hours, up to 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.
- ◆ Executive Professional Development Reimbursement - Eligible for reimbursement of \$925 each 2-year period for qualifying expenses, including the purchase of job-related technology devices or software. An additional \$750 per fiscal year is available through Career Development Training, which requires some cost sharing.
- ◆ Deferred Compensation Plan - County contributes \$85, plus an additional \$150 per month upon qualifying employee contributions to a 457 plan.
- ◆ Management Longevity Pay.



The Process

If you are interested in pursuing this desirable career opportunity, please visit the Avery Associates Career Portal on our website at www.averyassoc.net/current-searches/ to upload your letter of interest, resume, and contact information, including email addresses for five work-related references (who will not be contacted until after an interview takes place).

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The final filing date for this recruitment is February 12, 2021.

If you have any questions regarding this position, please feel free to contact Paul Kimura at 408.399.4424 or by email: paulk@averyassoc.net or Bill Lopez at 408.888.4099 or by email: williaml@averyassoc.net.

