



## Sonoma County Job Announcement

### Victim Assistance Center Director (CST: Human Services Program Manager) Recruitment #0912-3085-O

**Salary:** \$32.20 - \$39.14/hour; \$5,600.44 - \$6,807.49/month; \$67,205.28  
- \$81,689.88/year

**Department:** District Attorney

**Date Opened:** 12/4/2009 8:00:00 AM

**Filing Deadline:** 12/20/2009 11:59:00 PM

**Job Type:** Full Time (40 hrs/week)

**Recruiter:** Golbou Ghassemieh

**HR Tech:** Bart Tramer

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#### INTRODUCTION

The County of Sonoma's District Attorney's Office is seeking an experienced and dedicated professional to manage the Victim Assistance Center.

#### POSITION INFORMATION

This position is responsible for overseeing the District Attorney Victim-Witness Assistance Program which provides professional, sensitive and supportive services to victims of crime and their families. The Sonoma County DA's Victim-Witness Assistance Program works to reduce the trauma, frustration and inconvenience experienced by victims, witnesses, and family members affected by crime. We do this by providing a wide variety of services to victims of crime and their families. Victim Advocates guide victims through the court process, protect and promote the rights of crime victims, help victims receive restitution, provide crisis intervention, referrals to counseling and community services. The Victim Compensation staff processes applications and claims at our local office to assure victims receive financial compensation for their out of pocket expenses related to the crime. We are committed to meeting the immediate and long term needs of victims and witnesses of all violent crimes. Through close partnerships with law enforcement and other community agencies, we reach thousands of new victims each year, while continuing our assistance to victims still involved in the criminal justice process.

As part of the District Attorney's outreach efforts, the Victim Assistance Center staffs informational booths at community events throughout the county. The goal is to raise

awareness about Victim Assistance Center services as well as to educate people on measures they can take to keep their families safe

Each year, the District Attorney hosts events during NATIONAL CRIME VICTIMS' RIGHTS WEEK to promote victims' rights and services, and to educate the community about the devastating impact of crime on victims, families, schools, and our community as a whole. The Annual National Crime Victims' Luncheon is a focal part of events during this week, and honors crime victims and recognizes individuals who provide extraordinary service to those impacted by crime. This position coordinates and oversees the planning of important events during this week each year. This person who holds this position also collaborates with other agencies on other crime victim outreach events throughout the year.

Under general direction, the Victim Assistance Center Director (Civil Service Title: Human Services Program Manager) plans, coordinates, manages, and reviews the activities, performance, budget, and functions of the Victim Assistance Center of the District Attorney; develops, interprets, implements, and evaluates case management and programmatic improvements, policies, and procedures; supervises a staff of professional and/or technical personnel in an assigned program area; and performs related duties as required.

The position functions with considerable independent judgment and discretion in staff supervision and delegated administration and management including the prioritization and coordination of department mandates, goals and objectives.

This position sits on the county's Family Violence Prevention Task Force and works with the courts, law enforcement, other county agencies and community based organizations to ensure crime victims are receiving comprehensive services.

**The Ideal Candidate will possess:**

- A degree in social work, sociology, psychology, public or business administration, economics, or a closely related field; a Master's degree is desired
- Four or more years experience providing services to victims and related assistance services
- Two or more years of victim's program supervision and administration experience
- Excellent program management/project development and analytical skills
- Community outreach and event planning experience
- And be a dedicated, creative, and compassionate leader!

**KNOWLEDGE, SKILLS, AND ABILITIES**

**Considerable knowledge of:** the legislation and laws which regulate the operations of assigned division within the Human Services Department or Victim Assistance Center of the District Attorney; techniques, principles and work of the assigned program area; social and economic problems which call for the use of public and private county services; principles and practices of casework methodologies.

**Working knowledge of:** the principles and practices of personnel management, employee supervision, and training; budget development and fiscal management; the principles and practices of public economic assistance and services programs; modern methods of human services or victim services administration.

**Ability to:** plan, organize, coordinate and manage a specific program or group of related programs within the Human Services Department or Victim Assistance Center of the Probation Department; select, train, and supervise staff; develop, evaluate, and analyze operational policies and procedures; analyze problems and complaints and identify solutions; prepare, interpret and evaluate a variety of narrative and statistical data and reports; communicate orally and in writing on a variety of issues; understand, interpret and apply procedures, laws, rules and regulations as they apply to assigned area; ensure proper compliance with federal, state and local guidelines, policies, goals, rules and regulations; develop and maintain harmonious relationships with employees, public officials, community groups, other agencies and the general public.

#### MINIMUM QUALIFICATIONS

**Education:** Any combination of education and training which would provide the opportunity to acquire the knowledge and abilities stated herein. Normally, graduation from a college or university with a degree in social work, gerontology, public administration, business administration, economics, psychology, sociology, or a closely related area would provide this opportunity. A Master=s Degree in a field related to the assigned division is highly desirable and may be required for some positions.

**Experience:** Any combination of training and experience which would provide an opportunity to acquire the knowledge and abilities stated herein. Four years of experience providing social services, employment and training, services for children and families, services to older adults, services to victims, or economic assistance services, including at least two years in a supervisory, planning or administrative capacity would provide such opportunity. Specific experience related to the assigned division may be required for designated positions.

**License:** Possession of a valid driver's license at the appropriate level including special endorsements, as required by the State of California, may be required depending upon assignment to perform the essential job functions of the position.

#### SELECTION PROCEDURE

##### **APPLICATION INSTRUCTIONS:**

The information contained in the application and responses to the supplemental questions will be evaluated and taken into consideration throughout the employment process. Applicants should list all employers and positions held within the last ten years in the work history section of your application and be as thorough as possible when responding to the supplemental questions. You may include history beyond ten years if related to the position for which you are applying. If you held multiple positions with one employer, please list each position separately. Failure to comply with these instructions may impact your competitiveness in this process or may result in disqualification.

##### **APPLICATION SUBMISSIONS REQUIRE THE MANDATORY SUPPLEMENTAL QUESTIONNAIRE BE COMPLETED.**

The selection procedure will consist of the following examination(s):

1. An Application and Supplemental Questionnaire Appraisal (pass/not pass) will be conducted to evaluate each applicant's combination of educational coursework, training, experience, knowledge, and abilities, which relate to this position to ensure satisfaction of the minimum qualification for this position.
2. If a significant number of qualified applications is received, an Oral Interview Examination (weight 100%) will be conducted. Only the most suitably qualified applicants from the application and supplemental questionnaire appraisal will be invited to an oral examination. Candidate's related knowledge, skills, and abilities will be evaluated in the oral interview examination. **APPLICANTS MUST PASS THE ORAL EXAMINATION WITH A SCORE OF 70% OR HIGHER, AS ESTABLISHED BY THE PASS POINT, TO BE PLACED ON THE EMPLOYMENT LIST.**

**The Oral Interview Examination is tentatively scheduled for Wednesday and Thursday, January 20 & 21, 2010.**

#### **MISCELLANEOUS INFORMATION**

##### **Background Investigation:**

It is the policy of law enforcement/legal offices and departments, in the County of Sonoma, that job candidates complete a thorough background investigation process prior to employment. This policy is imperative in order to keep the department's employees and the public safe, and to maintain high standards in the law enforcement community. Candidates referred to departments for a selection interview are typically required to sign authorization and release forms enabling such an investigation. Failure to sign prescribed forms will result in the candidate not being considered further for that vacancy. Reference information will not be made available to applicants.

The background investigation will include a thorough assessment of a candidate's personal, employment, educational, criminal, and credit history. The investigation may include, but is not necessarily limited to: use of prescription and/or other drugs, reports from former employers, friends, family members, educational institutions, law enforcement agencies, credit reports, court reports, public records search, and/or other relevant sources. Candidates must be honest and forthcoming about information that may arise during the background process. Deception during any portion of this process is grounds for disqualification, even after employment.

All candidates will be required to take a pre-employment medical examination and may be required to take a polygraph examination. The pre-employment medical examination will include drug testing as part of the medical examination for all applicants and for all current employees who are offered employment with the Offices/Departments. Additionally, candidates may be required to take a pre-employment psychological and physical abilities examination. The results of these examinations and the background investigation shall be confidential and shall not be available to the candidate for review. Failure to pass the background investigation will eliminate a candidate from the employment process.

Any issues that arise during the investigation process will be assessed and judgment and discretion will be used to determine the employability of the candidate. Where there is evidence of a candidate's past use of controlled substances, many factors shall be used to determine the employability of the individual such as pattern of use, kind of drug used, circumstances of the start of the drug use, treatment, behavior and attitude since discontinuance, etc. Please note that a history of using controlled substances does not result in automatic disqualification from the selection process. Prior to disqualifying any candidate whose profile falls within the provisions of the policy, the candidate shall be given the opportunity to present any and all evidence of mitigating facts which the candidate feels should be considered by the hiring authority.

**ADDITIONAL INFORMATION:**

Applications are accepted on-line at [www.jobaps.com/sonoma](http://www.jobaps.com/sonoma). Paper applications may be submitted by person, fax (707-565-3770), email, or through the mail. All applications and appropriate supplemental information as outlined in the job bulletin must be **RECEIVED** by the time and date specified on the first page of this job announcement. Applications received after the recruitment closes will not be accepted.

**The County of Sonoma is committed to a policy and actively pursues a program of equal employment and non-discrimination.**

**In an effort to mitigate the impact of budget reductions on the County workforce, the County of Sonoma has implemented a program of mandatory time off for the current fiscal year. Most County offices, activities, and services will be closed from December 24, 2009 through December 31, 2009. During that period, most County employees will be on a work furlough. The amount of pay deducted for the unpaid furlough time will be determined by the employee's regularly allocated work schedule and the number of pay periods remaining in the current fiscal year in order to accomplish a 40 hour contribution by June 28, 2010.**

**In order to minimize the impact of the unpaid furlough on employees, a deduction will be withheld each pay period from the date of hire through the end of the fiscal year in June 2010. Employees hired before the holiday closure will participate in the full 40 hour furlough. The 40 hour deduction will be amortized over the period between date of hire and the end of the fiscal year in June 2010.**

**Employees hired after the holiday closure and prior to the end of the fiscal year will accrue unpaid leave hours (MTO) on a pro-rated basis. Deduction of the accrued MTO hours will be amortized over the remaining pay periods in the fiscal year. Hours accumulated as a result of this deduction shall be used as time off prior to the use of any accumulated vacation leave, by mutual agreement of the employee and their department head or designee.**

**MTO for part-time employees will be pro-rated, based upon their assigned FTE.**

**SONOMA COUNTY BENEFITS**

**COUNTY OF SONOMA BENEFITS SUMMARY—MANAGEMENT**

**These are some of the excellent benefits the County offers:**

**Generous paid time off:**

- Vacation Leave: Generous vacation accrual (15 days/year for new hires) based on years of service.
- Additional annual paid leave: 60 hours for Administrative Management employees.
- Sick Leave: 12 days accrued annually with no limit on accumulation.
- Holidays: 11 paid holidays plus 17 hours annual compensatory time.

**Comprehensive Retirement:**

- Retirement Plan: Defined Benefit Plan with 3% @ 60 general retirement tax deferred contributory system under the County Retirement Act of 1937. Fully integrated with Social Security. 3% at 50 for most law enforcement management job classes.
- Deferred Compensation: 457 plan and 4.5% County contribution towards 401(a) with contributions up to the IRS maximum.
- Retiree medical: The County provides a reimbursement program to assist in funding health benefits upon retirement.

**Exceptional Health and Welfare Plans:**

- Insurance: Vision and employee long term disability plan paid by the County. Dental coverage and choice of three health plans with generous portions of premiums paid by the County.
- Cash Allowance: Effective May 2009 a cash allowance of approximately \$600/month that may be used towards health contribution accounts, deferred compensation, or as cash.
- Group Term Life Insurance: Equivalent to two times the annual salary is provided at County cost.
- Professional Development: \$950 per year for job related professional development activities, roll-over limit for unused funds, and \$300 (taxable) for wellness or physical fitness.
- Tax exempt health/dependent care reimbursement program

**And more...**

For answers to specific questions regarding the employment process, more details about benefits or retirement please contact Human Resources at (707) 565-2331. Additional details on employment for management employees may be found at [http://www.sonoma-county.org/hr/pdf/salary\\_resolution.pdf](http://www.sonoma-county.org/hr/pdf/salary_resolution.pdf)

**Benefits described herein or online do not represent a contract and may be changed without notice.**

Updated 12/18/08

RETURN EMPLOYMENT APPLICATIONS AND SUPPLEMENTAL DATA TO:

575 Administration Drive Suite 116B

Santa Rosa, CA 95403 (707) 565-2331

<http://www.yourpath2sonomacounty.org>