

2019 PROGRAM SPECIFICATION
RAMAC

PROGRAM #: 800

STANDARD PROGRAM: HSD Deputy Director

TARGET POP: HSD Administration

YEAR: 2019

UNITS: Actuals

CLIENTS: N/A

ALLOCATION: TBD

UNIT DEFINITION:

Actual Costs

GEOGRAPHICAL AREA TO BE SERVED:

Racine County

DAYS/HRS OF SERVICE AVAILABILITY:

Monday – Friday, 8:00 a.m. – 5:00 p.m.

MINIMUM STANDARDS:

Provider must agree to comply with the following terms and conditions:

- Standard contract language
- Certification standards where applicable
- Fiscal and program reporting criteria
- Allowable Cost Policy
- Audit criteria
- Policies and procedures as defined in Racine County Human Services Department Contract Administration Manual
- Maintain adequate liability coverage
- Civil Rights/Affirmative Action Policies
- Criminal background checks for staff
- Drug screening, driver's license checks and reference checks
- Human Resources Condensed Policy Manual for Student Interns, Volunteers, Temporary Agency and Contracted Staff.
- Payment of all wages, payroll taxes, worker's compensation, social security, federal and state unemployment insurance and any and all other federal and state taxes relating to the staff
- Fair Labor Standards Act
- Withholding payroll taxes, paying unemployment insurance, worker's compensation and social security contributions
- Complete performance evaluations and discipline and maintain employment records
- Recognize that authorization for services is approved by Racine County Human Services Department.
- All informational materials (program descriptions, brochures, posters, etc.) must identify it as a RCHSD program through the use of a standardized RCHSD format provided by Racine County.
- The program must be identified as a RCHSD program in all public presentations and media contacts/interviews.
- All Provider external vacancies shall be advertised on JobCenterofWisconsin.com and Indeed.com

PROGRAM DESCRIPTION:

**DEPUTY DIRECTOR
Human Services Department
1 FTE**

Basic Function

To be responsible for performing the operational management tasks and assuming total responsibility for the Human Services Department in the absence of the Director. The Deputy Director, with the consultation of the Director, exercises considerable independent judgment in decision making within policies set forth by the Human Services Board and the Wisconsin Department of Health and Social Services and other governmental agencies.

Essential Duties

1. Assist Director with preparation of the annual Human Services budget.
2. Direct staff of the Department in the areas of: Fiscal Management, Clerical and Support operations, and the contracting of services; Western Racine Service Center.
3. Monitor County Board approved Budget and make recommendations for corrective actions regarding potential over-expenditures.
4. Evaluate outcome reports and make recommendations for corrective action.
5. Develop, recommend and implement policies and procedures enacted by the Human Services Board and the County Board of Supervisors.
6. Prepare narrative and statistical reports for administrative and public review.
7. Prepare materials as needed to keep the County Executive, the Human Services Board, and the County Board informed of the Department's activities and needs.
8. Assist Director in establishing long term plans and goals for the Department and assist in establishing same for the community at large as they impact on the Human Services Department.
9. Through consultation with the Director, establish quality assurance of services managed, and the most effective and productive means of delivering services. Maintain ongoing evaluation of liability issues.
10. Participate in contract negotiations with union represented bargaining units as directed.
11. Appear at Human Service Board committee meetings and state committees as requested by the Director.
12. Develop work groups to work on projects such as clerical support, computer systems, and intercounty collaborative projects.
13. Provide analysis of legislation and administrative rules to department staff.
14. Represent the department on State, Regional and Local Committees.

Supervision Exercised

Direct supervision to designated Division Managers. General supervision and direction to all professional, para-professional, and clerical staff of the department.

Supervision Received

Receives direct supervision from Director of Human Services Department. General guidance is received from the County Executive as needed. Policy direction is given by the Human Services Board and the County Board when applicable.

Qualifications

- A master's degree in Human Services, Business or Public Administration.
- A minimum of five (5) years of demonstrated successful management experience (Human Services management experience preferred) in public or private sector is required.
- Experience gained in the administration of multiple human services programs for a community based agency including program planning, administration, budgeting or personnel supervision preferred.
- Prompt and regular attendance.

Knowledge, Skills, and Abilities

- Comprehensive knowledge of management principles and practices including budgeting, planning, personnel management, current management techniques, program evaluation and management information systems.
- Thorough knowledge of federal, state and local laws, rules and regulations regarding program operation.
- Knowledge of governmental and private grant procedures.
- Ability to plan, organize and direct the activities of a large organization and staff.
- Ability to develop, implement, direct and evaluate consumer centered service programs.

- Ability to develop and effectively present ideas and concepts verbally and in writing to a variety of governmental policy and advisory boards or committees, governmental agencies, and the news media, employees and the general public.
- A demonstrated capacity for originality and analytical thinking in a very complex, fast changing environment.
- Knowledge of funding resources and fiscal management.

EVALUATION OUTCOMES:

1. 100% of referred candidates will meet minimum qualifications per the job description provided by Racine County Human Services.
2. 90% of vacancies will be filled within 60 days of initial posting.
3. 90% of employees will maintain a position within Racine County Human Services for the calendar year, maximizing employee retention.

An Evaluation Outcome Report must be submitted to Racine County HSD Contract Compliance Monitor by 2/1/20.