

JOB ANNOUNCEMENT



Human Services Program Planner (Range B):

Early Care and Learning

\$100,454 - \$110,768 Annually

Plus a 3.35% Management Differential and Excellent Benefits

First 5 Sacramento is seeking an exceptional individual to serve as our **Early Care and Learning Planner**. The Planner will support the Commission's early learning contractors and engage in policy and advocacy efforts to improve the system locally and statewide. The Planner is an advanced journey-level class performing research, planning, development and evaluation of the Commission's early care and learning programs and inspiring key partners to work with First 5 on matters of shared purpose.



The Organization

In 1998, California voters made a bold move for the future of the state when they approved Proposition 10, which called for a \$.50 tax on tobacco products. With Proposition 10 funds, First 5 was established to promote healthy development of California's youngest children to ensure they enter school ready to learn, and in turn, succeed in life. First 5 Sacramento is a leader in the County-working to build strong, effective and sustainable systems to serve our youngest children. First 5 supports the healthy development of children from birth through five years of age. We focus on the whole child, addressing the development, education and health needs of young children and the crucial role of families and caregivers in their lives. First 5 Sacramento prioritizes three key impact areas including health/oral health, early care & learning, and effective parenting. This position will oversee the Commission's Early Care & Learning contracts, which include monitoring nine school districts, the Sacramento County Office of Education and Child Action, Inc.

The Commission serves as a grant-maker responsible for allocating Proposition 10 resources in the County and is an advocacy agency focused on changing systems and policies to help children and families thrive. The Commission's adopted budget for Fiscal Year 2018-19 totals \$23.9 million.

Come and see what First 5 Sacramento has to offer:

The Campus: The First 5 offices are within a beautiful office campus with free parking. Located on the 3rd floor at 2750 Gateway Oaks Drive, most of our offices and cubicles have large exterior windows. Paved walking trails among the office buildings in the area feature nicely manicured landscapes and mature evergreen trees. We are close to many eating options, including Chevy's on the River, and are just a five minute drive to downtown.

Our Team: First 5 staff are dedicated, hardworking individuals and together are a high functioning team that supports one another in the First 5 mission. There are 13 employees that form this small County department and foster a work environment of positivity, creativity, and fun during the work day. We have a "Take 5" group that coordinates team building activities. And, we recently incorporated a voluntary "Wellness Wednesday" program, where once a month interested staff engage in lunch time field trips or health related activities. The Commission contracts with close to 40 community based organizations that provide services to parents and children and are an extension of the First 5 team.

Ideal Candidate: The ideal candidate is a strong administrator, who is highly organized, able to make specific and well thought out recommendations, and foster open and transparent decision-making processes. The individual should understand the early care and learning landscape, demonstrate excellent judgement and attention to detail. The Planner must make and maintain positive working relationships with colleagues, contractors, commissioners and the community. The Planner must also be an effective facilitator, drawing upon excellent verbal and written communication skills. He/she must be a systems thinker who values collaboration. Interpersonal and political savvy are essential.

Employment Qualifications: A Bachelor's degree from an accredited college or university in social work, psychology, public health, early childhood development, or in a management field such as public administration or business administration (a Master's degree is preferred) **And** three years of professional experience in program coordination, planning, development and/or evaluation.

Examples of Duties, Knowledge, and Abilities

- Develops and negotiates contracts with early learning partner agencies, including school districts, county office of education and childcare resource and referral agency.
- Works in tandem with the Commission's evaluation consultants to develop evaluation measures, data collection tools, meaningful reports and presentations on the impact of First 5's early learning programs.
- Provides clear, accurate, concise and timely information, recommendations and options to assist the executive director with informed decision-making. Analyzes, investigates and makes recommendations relative to complex, sensitive and/or controversial issues in the child development field.
- Ensures funded early care and learning services are assessable, culturally relevant, responsive to children with special needs and places priority on children and families with the greatest needs.
- Knowledge of prevention and treatment issues in the areas of mental and physical health and the impacts associated with issues such as trauma and early learning achievement gaps that may negatively affect young children and their families.
- Reviews and approves invoices, budgets/budget amendments, scopes of service and reports submitted by contractors in a timely, efficient manner.
- Works with the executive director and the Sustainability Committee to develop policy strategies that support the early care and learning goals of the Commission.
- Knowledge and experience with Requests for Proposals and Requests for Applications to advance the strategic planning goals of the Commission.
- Establishes and maintains positive and effective working relationships with contract providers, other departments, agencies and organizations within the County, community groups and the general public.
- Represents the Commission at county and statewide meetings, forums and hearings, providing vision, presence and leadership on early care and education related issues.

APPLICATION AND SELECTION PROCESS

To be considered for this excellent career opportunity, you must be on the Human Services Program Planner certification list at a reachable rank. Applicants must complete and submit a County of Sacramento employment application online, in person, or by mail, by **5:00 PM on February 13, 2019**.

[Click here to apply on-line](#)

County of Sacramento
Department of Personnel Services, Employment Services Division
700 H Street, Room 4667
Sacramento, CA 95814
Phone 916-874-5593; 7-1-1 California Relay Service
Inter-Office Mail Code: 09-4667
www.SacCountyJobs.net

Following the filing date, exams will be reviewed and ranked by the Department of Personnel Services and will subsequently be shared with the executive director. The most qualified candidates will be invited to interview in March 2019.

BENEFITS

Management Differential: 3.35% per pay period.

Holidays: 12.5 paid holidays per year.

Vacation: Two to five weeks (based upon length of service) of paid vacation.

Sick Leave: 15 days per year.

Medical Insurance: Choice of medical plans through a cafeteria program. Most plans include vision coverage and some plans allow participation in an individual Health Savings Account.

Dental Insurance: Includes 100% of the dental plan premium for the employee and eligible dependents. This plan includes orthodontia coverage.

Flexible Spending Accounts: Employees may set aside funds on a pre-tax basis to pay for eligible medical and/ or dependent care expenses.

Life Insurance: \$50,000 in life insurance coverage for the employee and \$2,000 for all eligible dependents. Employees have the option to buy up to \$600,000 in additional life insurance coverage.

Deferred Compensation: A deferred compensation program is available through the County 457(b) Deferred Compensation Plan. The County will match contributions to the 457(b) Deferred Compensation Plan up to 1% of the monthly gross salary into a 401(a) plan as long as the contributions to the 457(b) are at least 1% of gross salary continuously throughout the year.

Retirement: The County's Retirement plan is provided by the County Retirement Act of 1937 and is managed by the Sacramento County Employee Retirement System.

Other Benefits: The County contributes \$25.00 per pay period into a Retiree Health Savings Plan.