

The County of San Bernardino is  
accepting applications for  
**Director of Child Support Services**



Child Support Services

County of San Bernardino  
Human Resources Department  
<http://www.sbcounty.gov/hr>



## Mission Statement

“The County of San Bernardino Department of Child Support Services determines paternity, establishes and enforces child support orders, and secures payments to assist families in meeting the financial and medical needs of their children. We provide timely and effective service in a professional manner.”



# Excellent Career Opportunity

This is an excellent opportunity to work in one of the most vibrant areas in Southern California. The San Bernardino County Department of Child Support Services (DCSS) determines paternity, establishes and enforces child support orders, and issues payments to assist families in meeting the financial and medical needs of their children. The department administers the federal and state Title IV-D Child Support Program and is charged with promoting the well-being of children and the self-sufficiency of families by providing child support assistance efficiently, effectively, and professionally.

By establishing and enforcing child support orders, DCSS fosters a sense of parental responsibility that enhances the lives of San Bernardino County children. Basic program activities include locating absent parents, establishment of paternity, establishment of support orders pursuant to state guidelines, enforcement of support obligations, modification of support obligations when needed, and collection and distribution of support payments.

The Director of Child Support Services is responsible for planning, directing, and organizing the development and delivery of all departmental services including support administration and enforcement services, consultation, investigation, and legal support. The director is expected to determine service and program needs while considering short and long range financial impacts; direct departmental staff via subordinate managers and supervisors; develop and implement policies and procedures and recommend revisions as necessary; provide program information to state officials, the Board of Supervisors, and other governmental agencies; direct the planning and administration of the department's budget; maintain cooperative working relationships with state, local, and community groups; and ensure compliance with legal mandates and guidelines.

*The Director of Child Support Services is in the Unclassified Service and serves at the pleasure of the appointing authority.*

## To Be Considered

### Qualifications:

- Bachelor's degree from an accredited college or university in business or public administration, psychology, sociology, human services or closely related field.
- Extensive management experience in a large organization that includes in-depth knowledge of government programs at the federal, state, or local levels.
- Management experience in a Child Support Agency and an MPA/MBA are highly desirable.

# Salary and Benefits

Competitive Salary and Benefits Package

Base Salary

**\$172,266**

(effective 1/9/2016)

Total Compensation

Up to \$274,691 Annually



## Retirement Plans

- Generous County pension—vested after 5 years ([www.sbcera.org](http://www.sbcera.org))
- County contributes up to 2.75% of base salary to the **Retirement Medical Trust**
- Eligible to participate in **457(b)** Deferred Compensation Plan with County contribution of one (1) times employee contribution up to 1% of base salary
- Eligible to participate in **401(k)** Defined Contribution Plan with County contribution of two (2) times employee contribution up to 8% of base salary
- **Reciprocity** with CalPERS, CalSTRS, JRS, JRSII, and retirement systems operated under the County Employees Retirement Law (1937 ACT)

## Health Benefits

- Medical and dental premium subsidies to offset the cost of insurance premium up to **\$12,795** annually
- Employer paid vision coverage for employee and eligible dependents
- Eligible to participate in Flexible Spending Account with match up to **\$1,040** annually

## Paid Time Off

- Vacation leave up to 4 weeks annually with **cash-out option**
- Administrative leave 80 hours annually
- Sick leave 12 days annually with unlimited accrual
- 14 paid holidays annually
- Perfect attendance incentive

## Miscellaneous Benefits

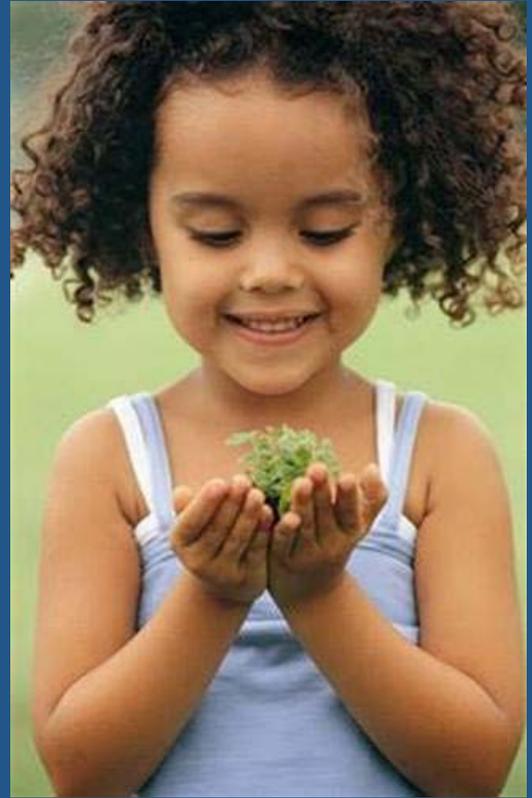
- Automobile allowance — **\$14,600** annually
- Portable communication device allowance — **\$2,400** annually
- **\$1000** tuition reimbursement annually
- Health club membership up to **\$324** annually
- Employer Paid Term Life Insurance - **\$50,000**
- Variable group universal life with County contribution of 50% of one (1) time annual base salary
- Voluntary life and AD&D insurance
- Short Term Disability 55% up to **\$1,574**
- Long Term Disability 60% up to **\$10,000**



# The County of San Bernardino

Located in the heart of Southern California, the County of San Bernardino is the largest County in the contiguous United States. Its vast borders stretch from the greater Los Angeles area to Nevada and the Colorado River, encompassing a total area of more than 20,000 square miles. With more than two million residents and 24 incorporated cities and towns, San Bernardino County has the fifth largest population in California and is the twelfth most populous county in the nation.

Located south of the San Bernardino mountain range, the County is known for its picturesque beauty and strategic location within an hour's drive to the desert, forest, mountains, lakes, or beaches. Numerous colleges and universities support a strong, diverse local workforce and an unparalleled network of highways, runways, and railways make San Bernardino a pivotal location for regional, national, and international goods movement.



## THE APPLICATION AND SELECTION PROCESS

Interested candidates are invited to apply for the Director of Child Support Services online at [www.sbcounty.gov/hr](http://www.sbcounty.gov/hr) or by submitting a detailed resume to:

[ExecRecruit@hr.sbcounty.gov](mailto:ExecRecruit@hr.sbcounty.gov).

Application/resumes will be accepted until a sufficient number of qualified candidates have applied. Interested candidates are encouraged to apply ASAP as recruitment may close at any time.

The most highly qualified candidates will be referred to the appointing authority for an interview.

[www.sbcounty.gov/hr](http://www.sbcounty.gov/hr)

### County Contact:

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