

September 6, 2019

Connie Beck, Director of Health and Human Services  
Humboldt County Department of Health and Human Services  
929 Koster Street  
Eureka, CA 95501

Dear Director Beck:

This letter is in response to your department's request to add Program Manager II positions within Humboldt County's Department of Health and Human Services (DHSS), Child Welfare division due to increased workload needs.

The proposed duties of the Program Manager II positions are as follows:

- Program development and implementation, direct supervision and evaluation of program supervisors and analysts, staff selection (hiring) and personnel oversight including accountability and disciplinary planning and monitoring, program administration and oversight, including budgetary, personnel and programmatic planning and monitoring; directs and coordinates the work of multiple units in a total program area (45%)
- Performs ongoing program evaluation; performs analysis and prepares detailed written reports of findings pertaining to the quality and efficiency of services provided by the program; ensures program compliance with local, state, and federal regulation, law, policy including mandated status and compliance reporting to regulatory agencies or similar; policy development and implementation and related compliance monitoring (30%)
- Interagency collaboration; community collaboration, relations, and public presentation (15%)
- Miscellaneous meetings, training and other duties as assigned (10%)

Based on the duties that have been identified, positions performing these duties would be appropriately classified as a Program Manager II. Once your department has approval from the Board of Supervisors to add positions, CPS-HR will conduct a recruitment to create a list for the department to fill vacancies, as needed. Please let me know if you have any questions.

Sincerely,



Karen Rodriguez  
Merit System Services Program  
Senior HR Consultant

Cc: Yvonne Winter, Humboldt County HHS, Employee Services  
Humboldt County Department of Human Resources