



Financial Policy & Planning Director

OFFICE OF FINANCIAL PLANNING
FINANCE AND GENERAL GOVERNMENT GROUP

Anticipated Hiring Range: \$155,000 - \$170,000
Excellent Benefits Package

www.sandiegocounty.gov

THE POSITION

FINANCIAL POLICY AND PLANNING DIRECTOR

The County of San Diego is seeking highly motivated and exceptionally qualified candidates for the position of **Financial Policy and Planning Director**. This position will lead the County of San Diego's Office of Financial Planning (OFP), and is responsible for planning, directing, and coordinating broad financial goals and facilitating the decision-making process for the County's long-term financial planning and operational plan, which includes its budget.

Under the general leadership of the Finance and General Government Group (FGG) Deputy Chief Administrative Officer/Chief Financial Officer and direction of the Chief Operations Officer, **key responsibilities of the position will include:**

- Provides central fiscal and analytical services and processes to support all County business groups
- Directs the preparation and timely release of the Strategic Financial Plan, Operations Budget, quarterly financial reports, and economic and analytical studies
- Analyzes revenues and expenditures to determine the County's fiscal status, acting as a principal advisor to the Chief Financial Officer
- Prepares and ensures accuracy of complex/detailed reports related to the County's long-term financial planning and financial position
- Directs the review and analysis of budget proposals, using revenue and expenditure controls and reporting system
- Oversees capital program implementation, ensuring financial feasibility of the County's capital program
- Oversees the issuance of debt (long-term financial obligations) and the administration of the County's debt portfolio
- Monitors the County's retirement obligations and directs required payments
- Prepares and implements financial policies and actions
- Represents the Finance and General Government Group during Board conferences and other meetings with County staff, governmental agencies, private industries and community organizations

THE IDEAL CANDIDATE

The ideal candidate thrives in a demanding, fast-paced environment and takes a proactive approach to problem solving. The FGG Executive Office and OFP will benefit from the selected candidate's proven financial policy and planning expertise, ability to make accurate forecasts, strategic planning skills and strong communication. Their professional background will also highlight:

- Demonstrated history of effective leadership and the ability to drive forward transformational changes in environments with dynamic priorities
- Experience working directly with key stakeholders, executive management and elected officials in the strategic planning process
- Possesses strong analytical skills, excellent organizational skills, and the ability to manage complex financial projects
- Possesses a strong working knowledge of California county strategic financial planning policies and budget requirements
- Strong writing skills for drafting and editing Board of Supervisors (Board) Letters, reports to the Board and County executive management, project/program briefings and presentations
- Possesses sufficient knowledge of equity, belonging and racial justice to inform and align programs, proposals, and policies to the County's Operational and Strategic Plans, through this lens



FINANCE AND GENERAL GOVERNMENT GROUP

EXECUTIVE OFFICE

The Finance and General Government Group (FGG) provides essential support services and infrastructure to external customers and internal County departments that enable achievement of the goals in the County's Strategic Plan and adherence to the General Management System (GMS). FGG maintains and continually strengthens the financial and operational backbone of County operations and bears responsibility for the following functions:

- Financial reporting and planning
- Debt Management
- Treasury Management
- Property Tax Administration
- Human Resources
- Technology
- Communications
- Legal, Legislative, Compliance
- Facilities and Fleet management, major maintenance projects, capital improvements
- Procurement and Contracting oversight
- Energy usage management
- Independent investigations of citizen complaints of misconduct concerning sworn Sheriff's Deputies and Probation Officers
- Other key government support functions

FGG also provides public services such as voter and election services, passport application processing, marriage services, and accepting and recording of legal documents. For more information on the Finance and General Government Group, refer to the website at www.sandiegocounty.gov/fg3.

OFFICE OF FINANCIAL PLANNING (OFP)

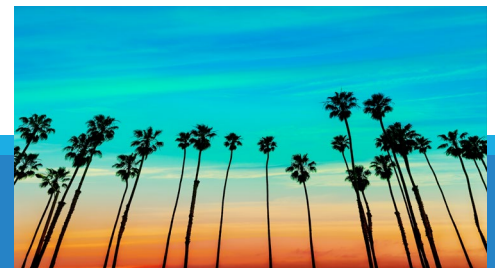
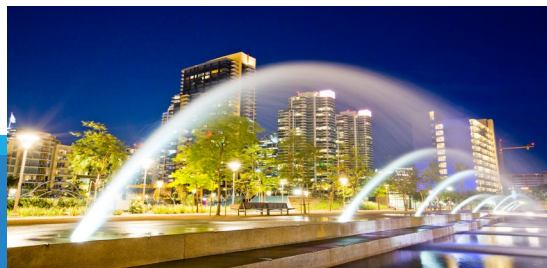
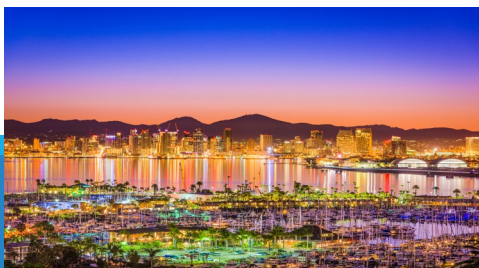
OFP is a division of the Finance and General Government Group Executive Office. The office has three distinct units: Operational Plan Strategy & Analysis, Debt and Capital Finance Administration and Community Enhancement/Neighborhood Reinvestment Programs. 16 FTEs provide a broad array of specializations including: financial, budget and policy analysis; budget database administration; fiscal staff who provide a key role in the County's year-end financial activities; debt and capital planning and administration; and administration of community grant programs of the Board of Supervisors.

OFP is charged with providing excellent customer service in the support it provides to all County departments in reviewing budget proposals and financial and operational implications within the framework of County strategic objectives and policies and in implementing priorities of the Board of Supervisors.

MISSION STATEMENT:

To provide comprehensive financial planning, policy oversight, advisory services, and administration of community grant programs to ensure stability, integrity, and promote accountability and transparency in government to foster public confidence

The County of San Diego's Framework for our Future provides direction for County operations at every level to advance racial justice, health equity, economic opportunity, environmental protection, and government transparency to create a region where all residents can achieve the Live Well San Diego vision for healthy, safe, and thriving communities.



MINIMUM QUALIFICATIONS

Applicants must possess the following:

A bachelor's degree from an accredited college or university, or certified equivalency for foreign studies **AND** five (5) years of experience that demonstrates the ability to perform the essential functions of the classification which must include two (2) years of management or supervision.

OR, A combination of experience and/or education as stated above.

Notes: A master's degree or higher degree may substitute for a total of one (1) year. In order for education to substitute for work experience as indicated above, college level coursework must demonstrate progress toward a degree and may be substituted on a year-for-year basis. Qualifying experience will include CAO Staff Officer or Project Manager experience that involves leading projects.

SALARY & BENEFITS

COMPENSATION

The anticipated hiring range is **\$155,00 - \$170,00 Annually**

Salary placement for this position is dependent upon the qualifications of the successful candidate. Salary reviews are performance-based and goal oriented.

BENEFITS

- Fifteen days of paid vacation, thirteen days of paid sick leave, and thirteen paid holidays
- Medical, dental, and vision insurance plans
- Disability Insurance, Life Insurance, and Accidental Death/Dismemberment Insurance
- Flexible Management Benefit Package – a monthly credit may be used to select benefits from a group of options
- Defined benefit retirement program
- Reciprocity with other governmental retirement systems may be granted; for further information, visit the website for the [San Diego County Employees Retirement Association](#)
- Deferred Compensation Program 457 and 401(a) plans

HOW TO APPLY

APPLICATION PROCESS AND RECRUITMENT SCHEDULE

1. Complete the online application at www.sandiegocounty.gov/hr; Select the Current Job Postings link, Job Number 21031712U
2. Attach your current resume and cover letter
3. Attach a copy of your degree, diploma, final transcripts or foreign studies equivalency certificate (if your degree was obtained outside of the U.S.)

The deadline to submit your application is **January 6, 2022, 11:59 p.m.**

A first review of submittals will place during the week of December 20, 2021. **Interested candidates are encouraged to apply as soon as possible for consideration.** Interviews are being tentatively scheduled for the beginning of January 2022.



SPECIAL NOTES

Persons serving in positions in the Unclassified Service do not accrue tenure and serve at the pleasure of the appointing authority. The provisions of this job announcement may be modified or revoked and do not constitute an expressed or implied contract. Qualified women, minorities, and persons with disabilities are encouraged to apply. Reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential functions of a job, on a case-by-case basis.

CONTACT INFORMATION

You may direct any questions regarding the application/selection process to Bryan Faircloth, Executive Recruiter, Department of Human Resources at Bryan.Faircloth@sdcounty.ca.gov. Questions about the position or department should be directed to Shontay Turner, Group Human Resources Director for Finance and General Government, at Shontay.Turner@sdcounty.ca.gov.



The County of San Diego is committed to valuing diversity and practicing inclusion because our diverse workforce is our greatest asset, and our customers are our number one priority.



The County of San Diego and its employees embrace the *Live Well San Diego* vision: A region that is Building Better Health, Living Safely and Thriving. For more information, please visit www.livewellsd.org.