

County of Santa Cruz

INVITES YOU TO APPLY FOR:



MANAGING DIRECTOR OF HOLISTIC DEFENSE

Supplemental Questionnaire Required

Open and Promotional

Job # 25-JG7-01

Salary: \$9,809 – 13,322 / Month

Closing Date: Friday, February 28, 2025

County Equity Statement

Equity in action in Santa Cruz County is a transformative process that embraces individuals of every status, providing unwavering support, dignity, and compassion.

Through this commitment, the County ensures intentional opportunities and access, fostering an environment where everyone can thrive and belong.

THE JOB: The County of Santa Cruz Public Defender's Office is searching for a Managing Director of Holistic Defense to lead the Holistic Defense Division. The Holistic Defense Division is a core component of the agency's whole-person defense model, which combines aggressive courtroom advocacy with holistic defense practices to help clients meet their legal and social needs. This position will implement and lead the division in the four pillars of holistic defense, which are (1) Seamless access to services that meet clients' legal and social support needs; (2) Dynamic, interdisciplinary communication; (3) Advocates with an interdisciplinary skill set; (4) A robust understanding of, and connection to, the community served. The Managing Director of Holistic Defense leads a staff of advocates that may include social workers and other client advocates and has primary management responsibility for developing and implementing holistic policies and procedures in keeping with the agency's mission, vision, and values, sustaining an innovate holistic advocacy program that provides interdisciplinary services to clients, developing staff, building networks, developing the division's budget, managing contracts, procuring and managing grants, effectively and efficiently allocating the divisions' resources, and performing other work as required.



THE REQUIREMENTS: Any combination of education and experience which would provide the required knowledge and abilities is qualifying, unless otherwise specified. A typical way to obtain the knowledge and abilities would be:

Training and experience equivalent to a Master's Degree in Social Work, Public Policy, Public Administration, Government, or a related discipline

AND

Four years of social casework, holistic defense, or client advocacy experience with a human services department, public defense agency, or community-based organization that includes at least one year at a supervisory level.

SPECIAL REQUIREMENTS: License: Possession of a valid California Class C Driver's license or the employee must be able to provide suitable transportation which is approved by the appointing authority. **Other Requirements:** Availability to respond to emergencies as needed on a 24-hour basis, which may include evenings, weekends and/or holidays. **Special Working Conditions:** May be exposed to infections which might cause chronic disease or death; physically and/or verbally abusive client behavior.

Knowledge: Thorough knowledge of functions and services of a public defense agency that provides interdisciplinary services using a holistic defense model; laws, regulations, and policies related to public defense, including holistic defense; principles and practices of supervision and training; principles and practices of public administration, program planning, and evaluation; organization and management. Working knowledge of program budgeting and fiscal management; contract monitoring and evaluation; grant procurement and management; the application of data processing to program operations; provision of culturally-responsive services; model practices for promoting diversity, equity, and inclusion in a public agency.

Ability to: Plan, organize, direct, supervise, train, and evaluate the work of staff assigned to the Holistic Defense Division, including social workers and client advocates; maintain cooperative and effective working relationships in dealing with other divisions and units in the agency, the Court, other County departments, public and private organizations, and the general public; make public presentations to groups on the functions and mission of the Office of the Public Defender and Holistic Defense Division and represent the office with a demeanor consistent with the dignity of the office; communicate effectively both orally and in writing; prepare clear and concise reports and correspondence; prepare and monitor the division's budget; provide training to agency staff on holistic defense and related topics; create policies and procedures for the division; seek grants and partnerships and assist with grant applications and management; and provide holistic defense services, including client-facing services, case planning, and written and oral advocacy on behalf of clients of the Office of the Public Defender.

THE EXAMINATION: Your application will be reviewed to determine if you have met the education, experience, training and/or licensing requirements as stated on the job announcement. If you meet these criteria and are one of the best qualified, you may be required to compete in any combination of written, oral and/or performance examinations or a competitive evaluation of

training and experience as described on your application. You must pass all components of the examination to be placed on the eligible list. The examination may be eliminated if there are ten or fewer qualified applicants. If the eligible list is established without the administration of the announced examination, the life of the eligible list will be six months and your overall score will be based upon an evaluation of your application and supplemental questionnaire. If during those six months it is necessary to administer another examination for this job class, you will be invited to take the examination to remain on the eligible list.

HOW TO APPLY: Apply online at www.santacruzcountyjobs.com or mail/bring an application and supplemental questionnaire to: Santa Cruz County Personnel Department, 701 Ocean Street, Room 510, Santa Cruz, CA 95060. For information, call (831) 454-2600. Hearing Impaired TDD/TTY: 711. Applications will meet the final filing date if received: 1) in the Personnel Department by 5:00 p.m. on the final filing date, 2) submitted online before midnight of the final filing date.

Women, people of color and people with disabilities are encouraged to apply. If you have a disability that requires test accommodation, please call (831) 454-2600.

To comply with the 1986 Immigration Reform and Control Act, Santa Cruz County verifies that all new employees are either U.S. citizens or persons authorized to work in the U.S.

Some positions may require fingerprinting and/or background investigation.

MANAGING DIRECTOR OF HOLISTIC DEFENSE – SUPPLEMENTAL QUESTIONNAIRE

The supplemental questions are designed specifically for this recruitment. Applications received without the required supplemental information will be screened out of the selection process. Employment experiences referred to in your response must also be included in the Employment History section of the application.

NOTE: Please answer the question(s) below as completely and thoroughly as possible, as your answer(s) may be used to assess your qualifications for movement to the next step in the recruitment process.

1. Describe your supervisory and/or administrative experience including how you have fostered collaboration and developed a positive culture in an interdisciplinary team.
2. Describe your experience working with the four pillars of holistic defense. Include any experience you have developing and implementing policies and procedures on operating a unit within a holistic defense model.

EMPLOYEE BENEFITS:

VACATION – 16 days 1st year, increasing to 31 days per year after 15 years of service. Available after 1 year of service.

ADMINISTRATIVE LEAVE – One week advanced upon appointment; two weeks accrued each year; can be taken in cash or time off.

HOLIDAYS – 14 paid holidays per year.

SICK LEAVE – Six days per year.

BEREAVEMENT LEAVE – 3 days paid in California, 5 days paid out-of-state.

MEDICAL PLAN – The County contracts with CalPERS for a variety of medical plans. For most plans, County contributions pay a majority of the premiums for employees and eligible dependents.

DENTAL PLAN – County pays for employee and eligible dependent coverage.

VISION PLAN – The County pays for employee coverage. Employee may purchase eligible dependent coverage.

RETIREMENT AND SOCIAL SECURITY – Pension formula 2% at age 60 or 2% at age 62 as determined based on provisions of the CA Public Employees' Pension Reform Act of 2013(PEPRA). Pension benefit determined by final average compensation of three years. County participates in Social Security.

DEFERRED COMPENSATION – A deferred compensation plan is available to employees.

LIFE INSURANCE – County paid \$50,000 term policy. Employee may purchase additional life insurance.

LONG TERM DISABILITY PLAN – Plan pays 66 2/3% of the first \$13,500, up to \$9,000 per month maximum.

DEPENDANT-CARE PLAN – Employees who pay for qualifying child or dependent care expenses may elect this pre-tax program.

H-CARE PLAN – Employees who pay a County medical premium may elect this pre-tax program.

HEALTH CARE FLEXIBLE SPENDING ALLOWANCE (HCFSA) – Employees may elect this pre-tax program to cover qualifying health care expenses.

DEFERRED COMPENSATION – A deferred compensation plan is available to employees.

Note: Provisions of this bulletin do not constitute an expressed or implied contract.

County of Santa Cruz

www.santacruzcountyjobs.com

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