

# SAN JOAQUIN COUNTY HUMAN RESOURCES DEPARTMENT

## Staff Development Coordinator



Human Resources  
44 N. San Joaquin Street  
Third Floor, Suite 330  
Stockton CA 95202  
Phone: 209-468-3370



Recruitment Announcement  
1015-RB5200-01

### THE POSITION

The Human Resources Division is seeking an individual who has comprehensive and in-depth experience leading, marketing, and administering training and wellness programs for a large organization. The Staff Development Coordinator will be responsible for delivery of training programs, training program design, execution and monitoring of the County-wide wellness program, conducting needs assessment, program evaluation and successful implementation of programmatic changes, and working with various individuals within and outside of Human Resources to build and maintain dynamic and effective training and wellness programs. Working independently to manage the various staff development functions for a county workforce of approximately 5,000 employees, the position will also be responsible for overseeing the County's employee wellness program as well as providing administrative oversight on the County's Educational Reimbursement Program. The Staff Development Coordinator will supervise one clerical support staff and will report to a Human Resources Manager. This position is in the confidential unit and is unrepresented.

### THE DEPARTMENT

Human Resources reports directly to the County Administrator Office. The Department provides centralized human resources and labor relations services for all County departments including recruitment; exam development; equal employment opportunity coordination; administration of County health, dental, workers' compensation, unemployment casualty, and life insurance programs; and administration of training, education reimbursement, deferred compensation, and flexible spending programs. The Department also negotiates labor contracts; processes complaints and grievances; conducts meet-and-confer sessions and joint labor management meetings; advises County departments on disciplinary actions and counseling matters; recommends policy and procedures for employer-employee relations; and provides staff support for the Civil Service Commission.

## SAN JOAQUIN COUNTY

A land of beauty, recreation and natural riches—from the waters of the Delta to the vines of the wine, San Joaquin County has it all. San Joaquin County boasts seven cities and some of the finest opportunities in the state for boating, fishing, camping, history-gathering, or just plain fun in the sun. Each city, as well as the unincorporated county areas, offers a unique opportunity to enjoy natural California beauty and nature, or music, arts and culture. Whatever your interest, it can most likely be found in San Joaquin County.

### ARTS, CULTURE, AND RECREATION



The arts and culture provide a much-needed respite from everyday worries and the Haggin Museum, San Joaquin County Historical Museum, and the Children's Museum of Stockton are popular spots.

The Stockton Symphony, San Joaquin County Ballet, and Stockton Civic Theater provide important experiences for children and adults. The multi-cultural community offers a diversity of views and opinions in its art and culture, providing a wealth of knowledge about past and present on canvas and stage.

Over 75 languages are spoken within the region and there is richness in the blending of cultures and ways that creates an air of celebration about individual customs, foods and cultures.

San Joaquin County government provides nine community parks for boating, camping, picnicking, swimming and organized sports. Annual family events include Stockton's Asparagus Festival, attended by thousands of fun-seekers from the county and beyond, held in downtown Stockton.

Individual cities and communities provide a host of other opportunities, from Lodi Lake Park and Nature Area to the Woodbridge Ecological Reserve. The county-owned and operated Micke Grove Park offers a zoo, rides and a historical museum to delight both children and adults. The San Joaquin Delta is one of the area's best kept secrets and offers some of the best boating in the state: more than 1,000 miles of waterways stretching from the Stockton Harbor north to Sacramento and offering access to the San Francisco Bay.

### AGRICULTURE

The county is one of the most agriculturally rich regions in California and is the number one producer, statewide, of asparagus. Twenty-four thousand acres of county farmland are dedicated to production of this crop. In recent years, the leading crop in the county has been wine grapes, and wineries and vineyards have sprung up from Stockton to Lodi.



### EDUCATION

From preschool to higher education, the county has it covered with an abundant array of opportunities to learn and grow. The University of the Pacific, California State University, Stanislaus - Stockton Center, Humphreys College and School of Law, National University and San Joaquin Delta Community College offer a wide variety of choices for educational opportunities. The county's 17 school districts provide families with a wide choice for children's educational development.

### HOUSING

Homes and apartments are plentiful and the median home price in the County is still affordable when compared to other nearby areas.

Affordable, comfortable housing is available in most sections of the county and new homes abound in both the south and north area, with historic homes found mostly in central Stockton and downtown Lodi.

San Joaquin County is a place where families can grow, learn, and experience the nature and beauty of the California landscape while benefiting from the unique opportunities, cultural, recreational, and educational that the area provides.



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## TYPICAL DUTIES

- Identifies and evaluates County employee and departmental training and staff development opportunities; works with County administrators, managers and employees to survey and assess employee development and wellness needs; coordinates the design, development and implementation of County-wide organizational development training and wellness programs; provides recommendations to administrators, managers and supervisors regarding the implementation of their staff development goals.
- Reviews and evaluates training courses, instructors and materials; evaluates, recommends, and schedules wellness classes and activities; solicits input from various trainers and vendors regarding available training programs; supports, organizes and develops instructional programs and materials utilizing available technology and multimedia equipment to enhance learning; selects training and wellness vendors/contractors and prepares/processes agreements in order to offer needed programs; instructs and teaches courses as needed and appropriate; evaluates and summarizes data to monitor program effectiveness.
- Coordinates the preparation of various announcements and other materials which advertise the availability of staff development and wellness courses; creates and utilizes electronic training, wellness and development tools, such as online courses, social media and newsletters; coordinates the development of a countywide training manual.
- May develop and direct various programs that improve morale, employee relations and job satisfaction, such as recognition, suggestion, new employee orientation, educational reimbursement and wellness incentive programs; may design, plan and coordinate county-wide retirement, service, recognition, and other events as directed; responds to questions from employees and managers regarding training and mobility within the County structure.

## IDEAL CANDIDATE

- ◆ Comprehensive experience in leading, marketing and administering employee training and wellness program.
- ◆ Experience and knowledge with using a Learning Management System (LMS).
- ◆ Exceptional written and oral communication skills.
- ◆ Detail oriented but can also view things from a “big picture” perspective.
- ◆ Establish and build working relationships with a diverse workforce.
- ◆ Experience designing online and web-based training.
- ◆ Adaptable to change and at times be the “change agent.”
- ◆ Solution-oriented and a creative problem solver

## CHALLENGES & OPPORTUNITIES

- ◆ Manage the County’s employee wellness program by promoting and communicating health programs and acting as the County liaison to outside vendors.
- ◆ Update the New Employee Orientation program.
- ◆ Develop training programs that are web-based and online.
- ◆ Expand the training offerings for elective classes.



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## COMPENSATION PACKAGE

**Annual Salary: \$79,872 - \$97,115**

In addition to the annual salary, the County offers a competitive compensation package that includes:

- ◆ A 1% employer contribution to the County's 457 Deferred Compensation Plan (valued from \$798 to \$971)
- ◆ 10% confidential unit supplemental pay
- ◆ Vacation cash-out up to 8 days annually (valued from \$2,457 to \$2,988)
- ◆ 1937 Act retirement plan with reciprocity with CalPERS
- ◆ 15 days of vacation leave a year (20 days after 10 years, 23 days after 20 years)
- ◆ 12 days of sick leave annually with unlimited accumulation
- ◆ 14 paid holidays per year
- ◆ 10 days of paid administrative leave per year
- ◆ 125 Flex Benefits Plan

## RECRUITMENT INCENTIVES\*

- ◆ Reimbursement of qualifying moving expenses up to \$2,000
- ◆ Vacation accrual rate consistent with candidate's total years of Public Service
- ◆ Sick leave credit up to 160 hours of unreimbursed sick leave from prior employer

*\*Recruitment Incentives may be available. Incentives must first be approved by the San Joaquin County Administrator.*

## MINIMUM QUALIFICATIONS

**Education:** Graduation from an accredited four year college or university with major course work in business or public administration, political science, psychology, industrial relations, organizational development, personnel management, education, communication, or a closely related field.

**Experience:** Three years of full-time professional personnel, administrative/analytical or adult education/training work that included at least one year of experience involving workplace training, employee development, employee wellness, organizational development, or employment-related curriculum management/development.

**Substitution:** A master's degree in public or business administration, economics, or a closely related field from an accredited college or university **OR** possession of a current certificate as a Certified Professional in Learning and Performance (CPLP), issued by the Association for Talent Development may substituted for one year of required specialized workplace training, employee development, employees wellness, organizational development or curriculum management/development experience

## APPLICATION AND SELECTION

Completed application package must include supplemental application and is to be submitted to the Human Resources Division.

**Final Filing Date: November 13, 2015**

Please submit your application, supplemental application and resume to:

San Joaquin County Human Resources  
44 N. San Joaquin Street, Suite 330  
Stockton, CA 95202  
Tel: 209.468.3370  
Fax: 209.468.0508

**OR**

online at [www.sjgov.org/hr](http://www.sjgov.org/hr)

Note: This position is in the Confidential unit and is unrepresented.

Final appointment will be conditional upon passing a drug screening test as well as DOJ Live Scan fingerprinting.





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## SUPPLEMENTAL QUESTIONS

Please submit responses to the following questions along with your employment application to the San Joaquin County Human Resources Division. Please number your responses and address each question separately and limit-one page per question. When answering the questions below related to your experience, please provide a detailed description that includes **the name of your employer, your dates of employment, and your job title.** These questions will be reviewed by the screening panel in evaluating your qualifications.

1. Did you graduate from an accredited four-college or university?

Yes  No

If yes, what was your major \_\_\_\_\_

2. Mark the area (s) that you have three (3) years of full-time experience performing professional-level work

professional-level human resources work

professional-level administrative/analytical work

professional-level education/training work

For areas where you marked you have the required three (3) years of experience, describe in detail the professional level work you performed to demonstrate the depth of your experience. Include the name of the employer, your dates of employment and your official job title.

3. Mark the area (s) that you have one (1) year of full-time experience performing professional-level work

workplace training  employee development

employee wellness  organizational development

employment-related curriculum management/development

For areas where you marked you have the required one (1) year of experience, describe in detail the professional level work you performed to demonstrate the depth of your experience. Include the name of the employer, your dates of employment and your official job title.

4. What is your experience with using or managing a Learning Management System (LMS).

5. Describe your experience conducting or designing online or web-based training in the workplace.

6. Provide an example of a work project you were responsible for that shows the scope and depth of your writing skills. *(Please attach a copy of the work project to your application)*