



San Joaquin County Public Health Services Employment Opportunity

CHILDREN'S MEDICAL SERVICES MANAGER

THE POSITION

San Joaquin County Public Health Services is currently recruiting for a dedicated nursing professional to join their staff as the Children's Medical Services Manager. This is a management position assigned to oversee and coordinate the County's various Children's Medical Services programs, including:

- California Children's Services (CCS)
 - * Medical Therapy Program
- Child Health and Disability Prevention Program (CHDP)
- Childhood Lead Poisoning Prevention Program (CLPP)
- Health Care Program for Children in Foster Care (HCPFC)



The ideal candidate will have experience supervising multi-disciplinary staff and expertise in quality management, and be competent in serving diverse cultural communities. The Children's Medical Services Manager will possess strong communication and conflict resolution skills.



THE DEPARTMENT

San Joaquin County Public Health Services is located in Stockton, CA and is a division of the Health Care Services Agency. To promote a healthy future for a culturally diverse population of nearly 700,000, Public Health Services offers innovative, quality health services to the residents of San Joaquin County.

MISSION

Protect, promote and improve health and well-being for all who live, work, and play in San Joaquin County.

VISION

All San Joaquin County Communities are healthy, safe, equitable, and thriving

www.sjcphs.org

San Joaquin County
Human Resources Division
44 N San Joaquin St, Suite 330
Stockton, CA 95202

☎ 209-468-3370

💻 www.sjgov.org/departments/hr



San Joaquin County is an Equal Opportunity Employer



CHILDREN'S MEDICAL SERVICES MANAGER

COMPENSATION and BENEFITS

Approximate Annual Salary*
\$112,064–\$136,207

(Approximate Monthly Salary: \$9339-\$11,351)

*Salary includes supplemental pay

In addition to the base salary, San Joaquin County offers an excellent benefits package which includes a contribution to health, dental and vision insurance plans. Other benefits include:

- ♦ 1% Employer contribution to the County's 457 Deferred Compensation Plan
- ♦ 1937 Retirement Act Plan with a defined benefit and membership in the San Joaquin County Employees Retirement Association (SJCERA)
- ♦ 125 Flex Spending Benefits Plan
- ♦ 12 days of sick leave per year with unlimited accumulation
- ♦ 10 days of vacation leave (15 days after 3 years, 20 days after 10 years, 23 days after 20 years)
- ♦ 10 paid holidays per year
- ♦ Specialty certification pay (must meet MOU eligibility requirements)

For additional information, please visit the benefits page of the County's Human Resources website at:

www.sjgov/departments/hr/benefits

Note: County employees who currently receive a cafeteria plan allowance and subsequently transfer, demote or promote into the Middle Management represented unit, shall receive the capped contribution

MINIMUM QUALIFICATIONS

Education: Possession of a bachelor's degree in Nursing from an accredited college or university.

Experience: Four (4) years of progressively responsible clinical or administrative experience, including two years in a supervisory or management capacity.

Substitution: Possession of a master's degree in Nursing, Public Health, or closely related field may be substituted for one year of the required non-supervisory experience.

Licenses and Certificates: Possession of a valid registration as a nurse in the State of California and possession of a valid California driver's license.

TYPICAL DUTIES

- Plans, organizes, and coordinates the operations and services of Public Health Children's Medical Service Programs; identifies service needs and develops and implements corresponding programs; revises programs, as necessary.
- Selects, orients, assigns, trains, supervises and evaluates subordinate staff; recommends discipline as appropriate.
- Interprets and enforces county and state policies, procedures and contract requirements; determines eligibility for services, includes interpreting Medical and other payer regulations and procedures.
- Ensures that services rendered for clients are appropriate; provides case management direction to clients and families.
- Develops and administers department budget in accordance with state and county regulations; authorizes and monitors the expenditure of funds.
- Collaborates with and coordinates with State program administration and represents the Department in related meetings; interacts with the medical provider community.
- Prepares reports and correspondence; analyzes, compiles and reports statistical data.

APPLICATION and SELECTION

The competitive process includes submittal of a completed San Joaquin County Employment Application. If an exam is administered, qualified applicants will be invited to participate in an oral exam which may include a practical exercise. Candidates who successfully pass will be placed on the eligible list and the top scoring candidates will be referred to the department for a hiring interview.

To apply, a complete application package, including supplemental questionnaire, must be submitted to the Human Resources Department on or before the final filing date. Resumes are not accepted in lieu of a complete application.

Final Filing Date: February 2, 2018

San Joaquin County Human Resources
44 N San Joaquin St, Suite 330
Stockton, CA 95202

www.sjgov.org/departments/hr



CHILDREN'S MEDICAL SERVICES MANAGER

SUPPLEMENTAL QUESTIONNAIRE

Please submit responses to the following questions along with your employment application to the San Joaquin County Human Resources Division.

1. This position requires a bachelor's degree in nursing from an accredited college or university. Do you possess a bachelor's degree in Nursing from an accredited college or university?

☐ Yes ☐ No

If you answered Yes, please be sure your education and degree information is clearly identified in the education section of your employment application.

2. This position requires valid registration as a nurse in the State of California. Do you possess an active license as a Registered Nurse issued by the State of California?

☐ Yes ☐ No

If you answered Yes, please provide your Registered Nurse license number and expiration date.

3. This position requires a valid California driver's license. Do you possess a valid California driver's license?

☐ Yes ☐ No

If you answered Yes, please provide your license number and expiration date.

4. Do you have four (4) years of full-time paid progressively responsible clinical or administrative experience, including two (2) years of supervisory or management experience?

☐ Yes ☐ No

If you answered Yes, please describe your qualifying experience and include the following information:

- Name of employer
- Dates of employment
- Number of hours worked per week
- Job title
- Specific job duties performed, including supervision and/or management duties
- For supervisory or management experience, indicate the number of staff you supervised and include their job titles

Note: Possession of a master's degree in Nursing, Public Health, or closely related field may be substituted for one year of the required non-supervisory experience. If qualifying under this substitution pattern, please be sure your education and degree information is clearly identified in the education section of your employment application.



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 Stockton Children's Museum 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, and picnicking, swimming and organized sports. Annual family events include the Asparagus Festival, attended by thousands of fun-seekers from the County and beyond.

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



MAKE SAN JOAQUIN COUNTY YOUR NEW HOME!

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

EDUCATION



From preschool to higher education, the County has it covered with an abundant array of public or private opportunities to learn and grow. The University of the Pacific, California State University, Stanislaus-Stockton Center, Humphreys College and Law School, National University, and the San Joaquin Delta Community College offer a wide variety of choices for educational opportunities. The County's



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 winer-



HOUSING

Housing is plentiful in San Joaquin County and is affordable when compared to other nearby areas.

Housing ranges from new developments to 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 bene-