

***San Joaquin County
is recruiting for:***

Clinical Laboratory Operations Director

San Joaquin General Hospital



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



THE POSITION

San Joaquin General Hospital is seeking an experienced laboratory professional with strong clinical and leadership skills to oversee the administrative and technical operations of the Clinical and Pathology Laboratories. An ideal candidate will possess demonstrated supervisory experience over laboratory staff and will be knowledgeable in regulatory requirements of the State.

The Clinical Laboratory Operations Director oversees the following Laboratory Units: Microbiology, Hematology, Blood Bank, and Pathology.

THE DEPARTMENT

San Joaquin General Hospital, a public hospital, established in 1857, is a 196-bed general acute care trauma center providing a full range of both inpatient and outpatient services. In addition to providing direct medical services, the hospital is active in providing education for health professionals through post-graduate residency programs in General Surgery, Internal Medicine and Family Practice and has trained over 3,000 physicians since the residency programs were established in 1932. The hospital also participates in clinical affiliation agreements for training programs in a variety of health professions including Registered and Licensed Vocational nurses, Pharmacists, Radiology Technologists, Social Workers and Respiratory Therapists.

The mission of San Joaquin General Hospital is dedicated to a philosophy of excellence in providing health services, education and professional training in an integrated system that values quality in life, family interaction, and respect for both clients and employees. The Agency is committed to the delivery of community-oriented, culturally sensitive, and affordable health care throughout San Joaquin County.

www.sjgeneralhospital.com





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 17 school districts provide families with a wide choice for children's educational development. Housing is plentiful in San Joaquin County and is affordable when compared to other nearby areas.

Make San Joaquin County your new home. 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 benefiting from the unique opportunities - cultural, recreational, and educational - that the area provides.



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 is 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.

A land of beauty, recreation and natural riches, from the waters of the Delta to the numerous grape vineyards, 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 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, 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 an 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 to north of Sacramento and offering access to the San Francisco Bay.



San Joaquin County is an Equal Opportunity Employer



CLINICAL LABORATORY OPERATIONS DIRECTOR SAN JOAQUIN GENERAL HOSPITAL

TYPICAL DUTIES

- ◆ Directs the technical and administrative work of Laboratory services. Through subordinate supervisors, provides appropriate guidance and technical expertise to staff performing various activities and tests in areas such as microbiology, hematology, chemistry, serology, mycology, parasitology, blood banking and pathology.
- ◆ Develops and oversees Laboratory quality control and quality improvement programs. Assures compliance with the College of American Pathologists, State and other regulations. Monitors work in progress as well as completed work to assure correct analyses and improve the quality of services.
- ◆ Develops, interprets and implements goals, policies, and procedures for the effective and efficient management of Laboratory facilities, services, and personnel.
- ◆ Prepares and administers the Laboratory budgets. Monitors, evaluates and authorizes expenditures as needed.
- ◆ Assures appropriate Laboratory staffing: selects, assigns, trains and evaluates the performance of subordinate staff. Takes appropriate action on disciplinary matters and verifies and monitors staff proficiency. Identifies staff development needs and oversees training and education activities.



THE IDEAL CANDIDATE

In addition to being a licensed Clinical Laboratory Scientist, the ideal candidate will possess:

- ◆ A Bachelor's or Master's Degree in Healthcare or Public Administration, Biological Science, Chemistry, or Medical Technology.
- ◆ Management experience in an acute care or large laboratory facility.
- ◆ Outstanding leadership skills over clinical laboratory staff.
- ◆ Well developed organizational and decision making skills.
- ◆ Knowledge of State and Federal laws, regulations, and surveys pertaining to an acute care hospital environment.
- ◆ Knowledge of hospital licensing and certification requirements.
- ◆ A high level of integrity and ethics.
- ◆ Excellent written and verbal communication skills.
- ◆ Experience in developing and implementing laboratory policies and procedures.





CLINICAL LABORATORY OPERATIONS DIRECTOR SAN JOAQUIN GENERAL HOSPITAL



COMPENSATION PACKAGE

Annual Base Salary: \$98,051 - \$119,205

In addition to base salary, the County offers a comprehensive compensation package that includes:

- ♦ Cafeteria Plan: \$24,023 annual amount which may be used to purchase medical, dental, and vision coverage. Unused monies are included in salary.
- ♦ A 2% employer contribution to the County's 457 Deferred Compensation Plan (valued from \$1,961 to \$2,384 annually)
- ♦ Vacation cash-out up to 8 days annually (valued from \$3,017 to \$3,668)
- ♦ 1937 Retirement Act Plan - reciprocity with CalPERS
- ♦ 125 Flex Benefits Plan
- ♦ 12 days sick leave annually with unlimited accumulation
- ♦ 15 days of vacation leave (20 days after 10 years and 23 days after 20 years)
- ♦ 14 paid holidays per year
- ♦ 10 days administrative leave per year

Potential Cashable Compensation:

	Step 1	Step 5
Annual Salary	\$98,051	\$119,205
2% Deferred Comp	\$1,961	\$2,384
Vacation Cash Out-8 days annually	\$3,017	\$3,668
Cafeteria	\$24,023	\$24,023
Total	\$127,052	\$149,280

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's Office.

DESIRABLE QUALIFICATIONS

Education: Graduation from an accredited college or university with a Bachelor's or Master's degree, preferably with a major in Public or Business Administration, Biological Science, Chemistry, Medical Technology or closely related field.

Experience: One (1) year as an Assistant Clinical Laboratory Operations Manager for San Joaquin County **or** four (4) years of supervisory experience in a laboratory equivalent to or higher than a Clinical Lab Technologist III in San Joaquin County.

REQUIRED QUALIFICATIONS

License: Possession of a valid license as a Clinical Laboratory Scientist issued by the State of California, CDPH **or** demonstrate the ability to obtain within 11 months of appointment.

APPLICATION AND SELECTION

Completed application package including the supplemental application must be submitted to the Human Resources Division. This recruitment is **Open Until Filled**.

Apply Online Today: www.sjgov.org/hr
Or submit your application, supplemental questionnaire and resume to:

San Joaquin County Human Resources
Attn: Rachel Novetzke
44 N. San Joaquin Street Suite 330
Stockton, CA 95202
Tel: (209) 468-6918
Fax: (209) 468-6271

If warranted by the number of candidates, applications may be reviewed by a screening panel to determine those selected to participate in a screening interview.

A background investigation will be required for all final candidates. Final appointment will be conditional upon passing a drug screening test as well as a DOJ Live Scan fingerprinting.

This position is exempt from the San Joaquin County Civil Service System. Appointments to exempt positions are at-will and not governed by the Civil Service Rules.



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SUPPLEMENTAL QUESTIONS

Submit responses to the following questions along with your employment application to the San Joaquin County Human Resources Division. Number your responses and address each question separately, with a limit of one page per question. Provide a ***detailed description*** of your experience including **employer name, position title and dates of employment with each answer.** The responses to the following questions will be used in evaluating your qualifications.

1. Describe your administrative management experience with hospital clinical and pathology laboratories. Include the size of the hospital/agency and the scope of the services provided in the following areas:
 - ⇒ Budgetary Development
 - ⇒ Policy and Procedure Development and Implementation
 - ⇒ Clinical Training of Laboratory Staff
2. Describe your experience managing hospital laboratory supervisors and staff. Include the number of direct and indirect staff and the functions you would oversee.
3. Describe your experience participating in regulatory surveys such as Clinical Laboratory Improvement Amendments (CLIA) and College of American Pathologists (CAP). Describe your role in the process.
4. Describe your experience working collaboratively with physicians and various department managers on a Quality Improvement project. Describe your role and/or responsibilities and the project's final outcome.