

San Joaquin County is recruiting for:

# Deputy Director - Employment and Training (Exempt)

## Employment and Economic Development Department

### THE POSITION

The Deputy Director - Employment and Training is a single-position, at-will class that is exempt from the San Joaquin County Civil Service system. The incumbent is primarily responsible for planning, leading, developing, managing, and administering a variety of employment, training and economic development programs and assisting the Director in the overall management and administration of the department. The incumbent may act in the absence of the Director.

This position assists in operating and administering programs under the Workforce Innovation and Opportunity Act (WIOA) and Workforce Investment Act (WIA) federal regulations, while actively seeking to develop resources within a challenging economic environment. The incumbent will be charged with coordinating and negotiating partnership agreements with WIOA Mandated Partners, including making presentations to boards, commissions, business groups and the public.

The Deputy Director is expected to model a strong work ethic and leadership skills, including accountability for oneself and others, and to help ensure that all assigned programs and operations are in compliance with state, federal, and local requirements, regulations, and policies.

### THE DEPARTMENT

EEDD provides employment training, education and economic development services. It serves as staff to the Workforce Investment Board (WIB), the Economic Development Association (EDA) and the Revolving Loan Fund (RLF).

Employment and training services for the California Work Opportunity and Responsibility to Kids Act (CalWORKS) program are also provided under a cooperative agreement with the Human Services Agency (HSA). Once a jurisdiction has received designation as a Workforce Investment Area (WIA), levels of service conform to standards established by law. EEDD is the designated administrative entity and is responsible for managing these functions and ensuring compliance with state and federal program guidelines.

#### *San Joaquin County Workforce Investment Board Mission Statement*

*It is the mission of the San Joaquin County Workforce Investment Board to take the leadership role in bringing together the resources of the community to help job seekers find the right jobs and help employers meet their business needs.*



San Joaquin County  
Human Resources  
44 N. San Joaquin Street  
Third Floor, Suite 330  
Stockton, CA 95202



Recruitment Announcement  
1017-ES2260-EX

## 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 California beauty and nature, or music, arts and culture. San Joaquin County has what you're looking for.



## ARTS & CULTURE

Enrichment and entertainment can be found at many venues throughout the county: the Haggin Museum, San Joaquin County Historical Museum, Children's Museum of Stockton, Stockton Arena, Stockton Symphony, Stockton Civic Theater, Bob Hope Theatre, Lodi's Hutchins Street Square, Tracy's Grand Theater, Concerts in the Park, the local colleges and many galleries. Art, music, dance and theater choices abound.

Over 60 languages are spoken in one of the most ethnically diverse communities in California.

A constant celebration of cultures is found in the numerous festivals throughout the year that invite all community members to share food, music, dance, folklore, customs and traditions.

## RECREATION

San Joaquin County government operates nine community parks for boating, hiking, camping, picnicking, swimming and organized sports. The Downtown Stockton Arena and Ballpark, local college teams and sports complexes throughout the county provide both athletes and fans the chance to enjoy sporting events.

Enjoy the beauty of Lodi Lake Park and Nature Area and the Woodbridge Ecological Reserve. Micke Grove Park offers a zoo, amusement park, the Japanese Garden and the San Joaquin County Historical Museum to delight both children and adults.

## AGRICULTURE

The county is one of the most agriculturally rich regions in California. Grapes are the leading commodity, with 98,000 bearing acres, much of that in wine grapes. Over 85 wineries within the Lodi Appellation offer opportunities for tasting and special events.

Almonds, walnuts, tomatoes and cherries round out the top crops, with an abundance of other produce. Weekly farmers markets throughout the county offer a cornucopia of fresh fruit and vegetables and artisanal goods. Fruit stands and pick-your-own produce farms dot the countryside.



## EDUCATION

From preschool to higher education, the county has an abundant array of public or private opportunities to learn and grow. The University of the Pacific, California State University, Stanislaus - Stockton Center, Humphreys University, and San Joaquin Delta Community College offer a wide variety of educational choices. The county's 14 school districts and 200 school sites provide families with a wide choice for children's educational development, including traditional schools, charter schools and alternative education, in addition to an excellent selection of private educational institutions.

## HOUSING

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 established subdivisions to stately historic districts to peaceful country living and every type of housing in between.

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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### (Exempt)

#### TYPICAL DUTIES

- Plans, organizes and directs the development, delivery and monitoring of employment, training, and related programs and services for the EEDD, including program planning, program development, program monitoring, client assessment and training, and a variety of administrative support services aimed at employment and training and related programs
- Performs assignments and activities in an effective and efficient manner; assists with the management of other EEDD programs and operations as assigned
- Exercises good judgment and makes sound decisions in managing assigned areas and functions
- Through subordinate managers and/or supervisors, directs the work and activities of staff; selects and assigns employees; evaluates employee performance; reviews and takes action on disciplinary matters; develops personnel policies and standards of performance; promotes staff development programs; serves as a key resource for staff
- Develops, recommends, and implements departmental policies and procedures; analyzes and interprets existing and proposed federal, state and local legislation, policies, procedures, and other directives to determine impact on operations
- Recommends policies and procedures that are relevant and are in compliance with department, federal, state, and local regulations; interprets policies and procedures to staff and ensures their appropriate implementation.
- Develops, prepares, and recommends program proposals and budgets; directs and/or conducts program evaluation and assessment studies; analyzes fiscal information and recommends cost efficiency options.

#### THE IDEAL CANDIDATE

Will possess:

- Strong knowledge of and demonstrated expertise in the Workforce Innovation and Opportunity Act (WIOA) and Workforce Investment Act (WIA) legislation and federal regulations
- Extensive operational and administrative experience managing Workforce Development Board programs funded under WIA and WIOA
- Solid grants management and administrative oversight experience in workforce development and the One-Stop Center Service Delivery System
- Excellent written and oral skills with experience making presentations before boards, commissions, business groups and the public
- Demonstrated ability to coordinate and negotiate partnership agreements with WIOA Mandated Partners in a limited funding environment
- Dynamic communication skills to coordinate services at the regional level with state agencies and other Workforce Development boards
- Substantial experience in business services and the ability to identify industry sectors and strategize opportunities for development in the community.





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#### COMPENSATION PACKAGE

##### Annual Base Salary: \$93,392 - \$113,526

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

- ♦ Cafeteria Plan: \$24,022 annual amount which is considered the employer's benefit contribution 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 \$1,867 to \$2,270 annually)
- ♦ Vacation cash-out up to 8 days annually (valued from \$2,873 to \$3,493)

##### Potential cashable compensation

Step 1      Step 5

|                                      |           |           |
|--------------------------------------|-----------|-----------|
| Annual Salary                        | \$93,392  | \$113,526 |
| 2% Deferred Comp                     | \$1,867   | \$2,270   |
| Vacation Cash-out<br>8 days annually | \$2,873   | \$3,493   |
| Cafeteria                            | \$24,022  | \$24,022  |
| Total                                | \$122,154 | \$143,311 |

- ♦ 1937 Retirement Act plan — reciprocity with CALPERS
- ♦ 125 Flex Benefits Plan
- ♦ 12 days sick leave annually, 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

##### \* Recruitment Incentives:

- ♦ Reimbursement of moving expenses of 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

\* Upon approval of County Administrator



#### DESIRABLE QUALIFICATIONS

**Education:** Graduation from an accredited four-year college or university with a major in business administration, public administration, social sciences, or a closely-related field.

**Experience:** Six years of increasingly responsible managerial experience in the development, implementation and administration of employment and training-related programs.

#### REQUIRED QUALIFICATION

**License:** Possession of a valid California driver's license.

#### APPLICATION AND SELECTION

Completed application package must include supplemental application and resume to be submitted to the Human Resources Division before the final filing date.

**Final Filing Date: February 2, 2018**

Please submit your application, supplemental application and resume to:

San Joaquin County Human Resources  
Attn: Evelyn Oliveira  
44 N. San Joaquin Street, Suite 330  
Stockton, CA 95202  
Tel: 209.468.3370

**OR**

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

If warranted by the number of applicants, applications may be reviewed by a screening panel to determine those selected to participate in selection processes. A pre-employment background check will be required for the final candidates. Final appointment will be conditional upon passing a drug screening test and state Department of Justice Live Scan fingerprinting.

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

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### SUPPLEMENTAL QUESTIONS

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Submit responses to the following questions along with your employment application and resume to the San Joaquin County Human Resources Division. Number your responses, address each question separately and limit the response to one page per question. When answering the questions below related to your experience, provide a detailed description that includes **the name of your employer, your dates of employment, and your job title.** These responses will be reviewed to assist in evaluating your qualifications for this position.

1. Provide a brief summary of your increasingly responsible management experience in the development, implementation and administration of employment and training-related programs. Include your employer name, your job title, dates of employment, total number of employees you directly supervised, total number of employees you managed, your operating budget, an organizational chart, and the total number of employees in the organization.
2. Describe your experience administering employment and training-related programs, such as Workforce Development Board programs funded under the Workforce Investment Act (WIA) and Workforce Innovation and Opportunity Act (WIOA).
3. Describe your experience with grants management related to workforce development.
4. Describe your experience presenting information, both orally and in writing, to boards and commissions.