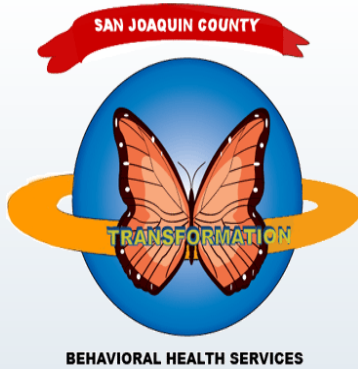




# San Joaquin County is recruiting for: Deputy Director of Behavioral Health Services - Administrative



## Mission

*The mission of San Joaquin County Behavioral Health Services is to partner with the community to provide integrated, culturally and linguistically competent mental health and substance abuse services to meet the prevention, intervention, treatment and recovery needs of San Joaquin County residents.*

San Joaquin County  
Human Resources  
44 N. San Joaquin St.,  
Suite 330  
Stockton, California 95202  
(209) 468-3370  
[www.sjgov.org/hr](http://www.sjgov.org/hr)

Exempt Recruitment  
Announcement:

0716-ES2310-EX amended

## THE POSITION

San Joaquin County is recruiting to fill one position with Behavioral Health Services. The current vacancy provides direction for a assigned administrative functions in the department. The department is seeking a candidate who is a visionary, collaborative, and results-oriented with management experience in the areas of contract development and monitoring, policy research and analysis, community planning, budget development, and social service programs. The Deputy Director of Behavioral Health Services-Administrative will be responsible for providing leadership direction on strategic planning, preparing the County's Mental Health Services Act Plan, contract and service compliance, and policy recommendations. This is an at-will position and is exempt from the San Joaquin County Civil Service System. The position reports to the Senior Deputy Director of Behavioral Health Services.

## THE DEPARTMENT

Behavioral Health Services provides an array of mental health and substance use disorder treatment services, primarily for Medi-Cal beneficiaries in the County.

The department operates on the following primary core values:

- **Service** - We are dedicated to serving our community through the promotion of behavioral health and wellness.
- **Recovery** - We share a belief that all individuals can find a path towards health and well being.
- **Respect** - We value diverse experience, beliefs, and backgrounds and strive in our interactions to keep everyone's dignity intact.
- **Integrity** - Our values guide us as individuals and as an organization to be responsive and trustworthy.



## 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.

The Sacramento-San Joaquin Delta offers the best boating in the state: more than 1,000 miles of waterways stretching from the Stockton Marina to north of 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 is dedicated to production of this crop.

Weekly farmers markets throughout the county offer an abundance of fresh fruit and vegetables and artisanal goods. Fruit stands and pick-your-own produce farms dot the countryside. In recent years, the leading crop in the county has been wine grapes. Over 80 wineries within the Lodi Appellation offer opportunities for tasting and special events.



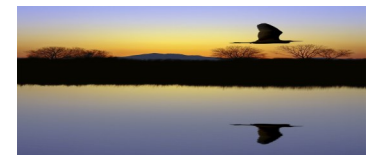
## EDUCATION

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 College and Law School, and San Joaquin Delta Community College offer a wide variety of educational choices. The county's 17 school districts 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

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.





# Deputy Director of Behavioral Health Services — Administrative

## TYPICAL DUTIES

Duties include but are not limited to:

- ◆ Plans, develops, manages and coordinates centralized administrative services for BHS such as contract management, annual planning, facilities management, safety, security, development of Requests for Proposals and grant-writing; directs administrative operations to maximize efficiency, improve service levels, reduce costs, and ensure effective utilization of available resources; exercises good judgment and makes sound business decisions in managing assigned activities; provides strategic leadership through communication, demonstration, and accomplishment of the organizational mission, vision, and values.
- ◆ Through subordinate managers and supervisors, oversees and directs a multi-disciplinary staff engaged in administrative and support services; monitors staff work activities and responsibilities; directs and administers personnel matters, including employee selection, assignment, and evaluation; directs employee discipline as required; directs and oversees staff development training.
- ◆ Reviews proposals for behavioral/mental health services submitted by community agencies and individuals; may write proposals to obtain state or federal funding; negotiates with contract agencies for services; assists and advises contract agencies in setting up treatment programs with administrative requirements; monitors contract agencies to assure compliance with administrative requirements; recommends remedial actions if necessary.
- ◆ Directs the preparation of administrative program plans required by the State of California; assists with the development, review, evaluation and/or auditing of short, mid-range, and annual plans; monitors areas of assignment for compliance with local, state, and federal laws and regulations; attends state and county meetings and trainings.
- ◆ Directs the development and implementation of quality control and quality improvement programs and initiatives; analyzes and monitors performance indicators and ensures that assigned operations meet established standards; recommends and implements process improvements to ensure operational effectiveness and superior customer service.

## TYPICAL DUTIES, Continued

- ◆ Directs the establishment of administrative and/or operational policies and procedures; analyzes and interprets existing and proposed federal, state, and local legislation, policies, procedures and other directives to determine impact on assigned operations; consults with management, supervisory, and medical staff as required.
- ◆ Attends meetings and conferences, including meetings of the Board of Supervisors; provides recommendations on matters germane to areas of assignment; participates on committees and task forces; develops and maintains cooperative and collaborative working relationships with federal, state and county officials, other counties, community groups, and the public, and may represent Behavioral Health Services and/or Health Care Services as assigned; meets and confers with various agents to negotiate effective solutions to difficult problems; coordinates the provision of departmental services as assigned.

*For a complete job description, please visit the San Joaquin County Human Resources website at [www.sjgov.org/hr](http://www.sjgov.org/hr).*

## IDEAL CANDIDATE

The ideal candidate will possess:

- ◆ Integrity in all areas of responsibility and a strong sense of ethics
- ◆ Excellent communication skills, with the ability to establish relationships, build networks, and generate resources to meet the needs of Behavioral Health Services and the community
- ◆ Strong analytical skills and the ability to make difficult decisions with sound judgment
- ◆ Effective management skills to lead a diverse team that includes subordinate managers and supervisors
- ◆ The ability to inspire, motivate and empower staff in their professional development and to achieve established goals



**San Joaquin County is an Equal Opportunity Employer**

# Deputy Director of Behavioral Health Services—Administrative

## COMPENSATION PACKAGE

**Annual Base Salary: \$90,709 - \$110,261**

In addition to base salary, the County:

- ◆ Cafeteria Plan in the amount of \$24,023 annually 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 \$1,814 to \$2,205 annually)
- ◆ Vacation cash-out up to 8 days annually (valued from \$2,764 to \$3,359)

**Potential Cashable Compensation:**

	Step 1	Step 5
Annual Base Salary	<b>\$90,709</b>	<b>\$110,261</b>
2% Deferred Comp	\$1,814	\$2,205
Vacation Cash Out - 8 days annually	\$2,791	\$3,392
Cafeteria	\$24,023	\$24,023
<b>Total</b>	<b>\$119,337</b>	<b>\$139,882</b>

- ◆ 1937 Retirement Act plan with 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

[www.sjgov.org/hr/Programs/Benefits](http://www.sjgov.org/hr/Programs/Benefits)

## 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.*

*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.*

## DESIRABLE QUALIFICATIONS

**Education:** Possession of a master's degree in business or public administration, social work, counseling, nursing, psychology, or closely related field.

**Experience:** Five years of management experience in a public sector health care agency or program, including at least two years managing fiscal, procurement, personnel, quality improvements, facilities, or other administrative services activities.

## REQUIRED QUALIFICATION

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



## APPLICATION & SELECTION

Completed application package including supplemental questions must be submitted to the Human Resources Division by the final filing date:

**August 5, 2016**

**Apply Online Today:** [www.sjgov.org/hr](http://www.sjgov.org/hr)

Or submit your completed application package to:

San Joaquin County Human Resources  
Attn: Marie Sneed  
44 N. San Joaquin Street, Suite 330  
Stockton, CA 95202  
Tel: (209) 468-3273  
Fax: (209) 468-0508

If warranted by the number of applicants, applications may be reviewed by a screening panel. If utilized, the screening panel will select those most qualified to be considered for participation in selection processes.

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



# Deputy Director of Behavioral Health Services — Administrative

## SUPPLEMENTAL QUESTIONS

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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. When answering the questions below related to your experience, please provide a detailed description that includes the name of your employer, dates of employment, and your job title. These questions may be reviewed by the screening panel in evaluating your qualifications.

1. Provide a summary of your management experience of social service programs. What was your role and responsibility? Include an organizational chart with your employment application packet.

2. Describe your experience in contract development and monitoring.

3. Describe your experience presenting information, both orally and in writing, to Boards and Commissions and community organizations.

4. Describe your budget experience, the size and complexity of the budget, and your level of responsibility.

5. Describe your experience working with local, state and federal legislations and regulations relevant to behavioral health services.