

San Joaquin County

Is Recruiting For:

Deputy Director Hospital Human Resources San Joaquin General Hospital



San Joaquin General Hospital
500 W. Hospital Road
French Camp, CA 95231
Phone: 209-468-6918



San Joaquin County
Human Resources
Third Floor, Suite 330
Stockton, CA 95202
Phone: 209-468-3370

THE POSITION

San Joaquin General Hospital is seeking an experienced and dedicated human resources professional to join the executive and senior management team to provide leadership support and administrative oversight of key hospital human resources functions.

This position will report directly to the hospital Chief Executive Officer and will be responsible for performing a wide variety of high level human resource functions. Candidates should have an in-depth understanding of principles and practices of human resources administration, working knowledge of supervision, management and employee development. Candidates will also be well-versed in the administration of current federal and state employment laws, including leave administration, FEHA/ADA compliance and EEO laws.

The ideal candidate must be able to quickly grasp the values and service standards of San Joaquin General Hospital and build collaborative working relationships within and outside of the organization who have varying degrees of interest.

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



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.

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 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.

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 are 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



DEPUTY DIRECTOR HOSPITAL HUMAN RESOURCES

TYPICAL DUTIES

- ◆ Serves as a strategic partner with the Hospital's executive team on human resources-related issues
- ◆ Provides HR advisory recommendations to management staff on areas such as supervision, employee performance management, leave management, and various human resources-related issues
- ◆ Serves as the hospital liaison with the County's Central Human Resources on civil service recruitments, classification, employee and labor relations and other human resources-related issues
- ◆ Researches and interprets employment laws, county ordinances, MOU's and other relevant information to provide recommendation to managers on human resources-related matters
- ◆ Investigates, responds and provides reports on employee grievances, complaints and other highly sensitive matters
- ◆ Analyzes, advises, and administers employee disciplines and corrective actions
- ◆ Participates in the development and review of policies and procedures
- ◆ Serves as the hospital's management representative with employee labor organizations on grievances, complaints, disciplinary issues, and related human resources actions
- ◆ Develops processes and systems for coordination and administration of human resources functions in a civil service setting

THE IDEAL CANDIDATE

The ideal candidate will possess:

- ◆ A Bachelor's degree in Public, Business or Healthcare Administration
- ◆ Strong labor management skills and experience working with unions
- ◆ Public sector human resources management experience in a hospital or large healthcare facility
- ◆ Knowledge of Joint Commission and other healthcare survey requirements
- ◆ Knowledge of current labor laws and regulations
- ◆ Strong communication skills
- ◆ Experience developing various human resources-related policies and procedures
- ◆ Experience developing healthcare management staff in areas of employee discipline, performance improvement, and leave management
- ◆ Well-developed organizational and decision-making skills
- ◆ The ability to inspire, motivate and empower management and staff in professional development





DEPUTY DIRECTOR HOSPITAL HUMAN RESOURCES



COMPENSATION PACKAGE

Annual Base Salary: \$88,941- \$108,118

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 \$1,779 to \$2,162 annually)
- ◆ Vacation cash-out up to 8 days annually (valued from \$2,737 to \$3,327)
- ◆ 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	\$88,941	\$108,118
2% Deferred Comp	\$1,779	\$2,162
Vacation Cash Out-8 days annually	\$2,737	\$3,327
Cafeteria	\$24,023	\$24,023
Total	\$117,480	\$137,630

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 four-year college or university with a major in Public Administration, Healthcare Administration, or closely-related field.

Experience: Three (3) years of professional human resources management experience that includes administrative or analytical experience involving fiscal, personnel, procedural, operational and/or organizational matters in a healthcare or public employment setting.

Substitution: A Master's Degree in Healthcare, Public or Business Administration may be accepted for one (1) year of experience **or** additional experience may be considered as a substitution for the education on a year-for-year basis.

APPLICATION AND SELECTION

Completed application package including the supplemental application must be submitted to the Human Resources Division. The final filing date is: **April 24, 2015**

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. Final candidates will be interviewed by the Hospital CEO.

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.



DEPUTY DIRECTOR HOSPITAL HUMAN RESOURCES



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.

This position will oversee key human resources functions related to San Joaquin General Hospital. Ideal candidates should demonstrate experience in the following areas:

1. Do you possess management level human resources experience in any of the following environments:
 - Public employment
 - Hospital or large healthcare setting
 - Unionized employer
 - I do not possess management level human resources experience in the areas noted
2. Describe your human resources management experience, including the number of employees you supervised, their professional level, and the areas of discipline you were responsible for providing managerial oversight.
3. Describe your experience working with employee labor organizations. Include the types of issues you were responsible for addressing and if you have experience interpreting Memoranda of Understanding (MOU or Union Contracts).
4. Describe your experience developing and implementing organizational policies and procedures. Include examples of the types of policies and/or procedures you developed.
5. Describe your human resources experience interpreting and advising in the following areas: Employee leave administration, discipline and performance improvement plans.
6. Please note any professional human resource and/or healthcare management organizations to which you belong.