

# SAN JOAQUIN GENERAL HOSPITAL

Is Recruiting For:

## SJGH Deputy Director Human Resources



**SJGH**

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



**SAN JOAQUIN COUNTY**

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

Exempt Recruitment Announcement  
0812-EH2107-EX

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 over key human resource functions at San Joaquin General Hospital.

Well-qualified candidates should possess a strong foundation and understanding of human resources operations, have creative problem solving skills, be innovative and resourceful to accomplish goals and objectives, and have a continuous improvement approach to their work. In addition to having integrity and a philosophy of excellence in providing human resources services, candidates will need to exercise sound judgment in making administrative decisions and resolving problems; have strong communication skills; be politically astute; be able to maintain effective working relationships with various divisions within the hospital setting, including strategic work project planning teams/committees, administrative and professional healthcare staff, County Administration, County Board of Supervisors and the general public. The ideal candidate will have public sector human resources experience in a hospital setting and must have strong working knowledge of Joint Commission Human Resource standards and processes.

### THE DEPARTMENT

San Joaquin General Hospital, a public hospital originally established in 1857, is a 196-bed general acute care facility 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.

San Joaquin General Hospital's friendly staff is committed to creating a warm and personal environment which is sensitive to both a patient's emotional and physical needs. The staff of San Joaquin General Hospital work hard to provide the highest quality health care services to the residents of San Joaquin County. We are proud and confident of our tradition of serving and caring for our patients with courtesy, respect, dignity, enthusiasm and a positive attitude.

*This position is exempt from the San Joaquin County Civil Service system and is an at-will appointment.*

## 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 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.

### 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.



### 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.



# SJGH Deputy Director Human Resources

## THE POSITION

The SJGH Deputy Director—HR is a key member of the senior management team at San Joaquin General. The position



will report directly to the Chief Executive Officer of the hospital and will be responsible for performing a wide variety of responsible high level human resource functions. Qualified candidates will have an in-depth understanding of principles and practices of human resources administration, working knowledge of supervision, management and employee development, be well-versed in the administration of current federal and state employment laws including but not limited to FMLA/CFRA, FEHA/ADA, and EEO Laws, and have comprehensive experience in human resources functions including employee discipline, employee and labor relations, leave management issues, and policy development in a unionized environment.

The ideal candidates must also be able to quickly grasp the value and service standards at San Joaquin General, prioritize and accomplish multiple projects, be a proven leader, possess the skills to resolve conflicts and find creative solutions in a unionized environment, and build collaborative working relationships within and outside of the organization with individuals who have various degrees of interest.



## TYPICAL DUTIES

The SJGH Deputy Director—Human Resources is responsible for carrying out the following duties (*duties may expand depending on needs of the organization*):

- ◆ Serves as a strategic partner with the Hospital's executive team on HR related issues;
- ◆ Provides HR advisory recommendations to management staff on areas such as supervision, employee performance management, leave management, and various personnel issues;
- ◆ Serves as hospital liaison with Central HR on civil service recruitments, classification, employee and labor relations and other personnel related issues;
- ◆ Research and interpret employment laws, county ordinances, MOUs and other relevant information to provide recommendation to managers on human resources related matters
- ◆ Investigates and responds to employee grievances, complaints and other highly sensitive matters.
- ◆ Analyze, advise, and administer employee disciplines and corrective actions.
- ◆ Participates in the development and review of policies and procedures.
- ◆ Prepares reports and correspondences to support investigations, employee disciplines, complaints, and grievances.
- ◆ Serves as the hospital's management representative with employee labor organizations on grievances, complaints, disciplinary issues, and related personnel actions.
- ◆ Develops processes and systems for coordination and administration of human resources functions in a civil service setting.



# SJGH Deputy Director Human Resources

## COMPENSATION PACKAGE

**Annual Base Salary: \$87,235-\$106,059**

In addition to base salary, the County offers:

- ◆ Cafeteria Plan: **\$24,023** annual amount which may be used to purchase medical, dental, and vision coverage. Unused monies are included in salary. The entire cafeteria amount is considered earnings and is added to the base salary when calculating retirement benefits.
- ◆ A 2% employer contribution to the County's 457 Deferred Compensation Plan.
- ◆ Vacation cash-out up to 8 days annually (valued from \$3,355 to \$4,079).

Total potential cashable compensation valued as follows:

	Base	Midpoint	Maximum
Annual Base:	\$87,235	\$96,179	\$106,059
Cafeteria:	\$24,023	\$24,023	\$24,023
Vacation Cash-Out:	\$3,355	\$3,699	\$4,079
<b>Total Compensation:</b>	<b>\$114,613</b>	<b>\$123,901</b>	<b>\$134,161</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.

## 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, Hospital Administration, or closely related field.

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

**Substitution:** A Master's Degree in Hospital Administration, Health Care Administration, Human Resources, Business or Public Administration or closely related field may be substituted for one year of the required experience; additional experience may be substituted for the required education on a year-for-year basis.

## APPLICATION & SELECTION

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

**Open Until Filled**

**Apply Online Today:**

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

Or submit your application, supplemental and resume to:

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

Final candidates will be interviewed by the Director of San Joaquin General Hospital.

\*\*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.\*\*

**"Our community's health and well-being is our highest priority!"**



# SJGH Deputy Director Human Resources

## SUPPLEMENTAL QUESTIONS

Please submit responses to the following questions along with your employment application to the San Joaquin County Human Resources Division. Please number your responses and address each question separately, limit-one page per question. Please provide a **detailed description** of your experience including **employer name, position title and dates of employment with each answer**. These questions will be reviewed in evaluating your qualifications.

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

1. Have you worked in a public employment or health care setting?  
 Yes  
 No
2. Describe your human resources management experience and include the number of employees supervised, their professional level, and the areas of discipline within human resources you were responsible for providing managerial oversight.
3. Describe your experience advising, implementing, leading, and coordinating employee performance and disciplinary related matters.
4. Describe your experience conducting administrative investigations. Include the types of investigations conducted and any additional responsibilities related to the investigation outcome or findings.
5. Describe your experience working with employee labor organizations. Include your role and the types of issues you were responsible for addressing.
6. Describe your experience working with employee leave management laws. Include in your answer the types of leave issues you have addressed and your level of involvement.
7. Describe your experience developing and implementing policies and procedures. Include in your response your role in the development and implementation process and include examples of the types of policies or procedures you assisted with or developed.