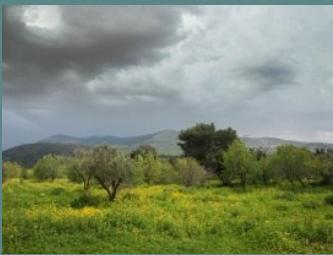


San Joaquin County is recruiting for:

Director - Environmental Health Department



Human Resources
44 N. San Joaquin Street
Third Floor, Suite 330
Stockton CA 95202
Phone: (209) 468-3370
Fax: (209) 468-0508



**Exempt Recruitment
Announcement
0814-HA1200-EX**

THE POSITION

The Director of the Environmental Health Department is responsible for ensuring that all department programs and operations comply with applicable laws and regulations as well as with the policies established by the County Administrator and the Board of Supervisors. The incumbent is appointed by the Board of Supervisors and leads, manages, and administers the programs, functions, budgets, and activities of the Environmental Health Department. The incumbent is expected to model a strong work ethic and leadership skills, including accountability for oneself and others.

THE DEPARTMENT

The Environmental Health Department provides environmental services, which protect and enhance public health, well-being, and safety through prevention, education, inspection, and enforcement of State and local environmental laws and regulations.

To maintain a healthy environment for residents of San Joaquin County, inspection and compliance activities are performed by Registered Environmental Health Specialists (REHS), Registered Dairy Inspectors (RDI), and Hazardous Materials Specialists (HMS), in 27 program areas, including:

- the regulation of water well and septic system construction;
- food facilities, such as restaurants, markets and mobile food vehicles;
- public swimming pools and spas;
- dairy farms;
- employee housing, hotels/motels and substandard housing;
- solid waste landfills, materials recovery facilities; and waste tires
- underground and aboveground storage tanks;
- hazardous materials, hazardous waste, and medical waste handling;
- small public water systems; and
- clean-up oversight of contaminated sites and emergency response.

The department has an operating budget of \$8.9 million for the 2014/2015 fiscal year and employs 69 full-time employees.

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 the Children's Museum of Stockton 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, picnicking, swimming and organized sports. Annual family events include Stockton's 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 a 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 north to 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 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.



EDUCATION

From preschool to higher education, the county has it covered with an abundant array of opportunities to learn and grow. The University of the Pacific, California State University, Stanislaus - Stockton Center, Humphreys College and School of Law, National University and 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

Homes and apartments are plentiful and the median home price in the county is still affordable when compared to other nearby areas.

Affordable, comfortable housing is available in most sections of the county and new homes abound in both the south and north area, with 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 unique cultural, recreational, and educational opportunities, that the area provides.



DIRECTOR - ENVIRONMENTAL HEALTH DEPARTMENT

TYPICAL DUTIES

- ◆ Plans, organizes, and directs environmental health programs and activities; directs operations to maximize efficiency, improve service levels, reduce administrative and service provision costs, and ensure effective utilization of available resources; exercises good judgment and makes sound business decisions in managing the department; provides strategic leadership within the department through communication, demonstration, and accomplishment of the organizational mission, vision, and values.
- ◆ Through subordinate managers and supervisors, manages the work activities and responsibilities of departmental staff; directs and administers department personnel matters, including employee selection, assignment, and evaluation; directs employee discipline as required; directs and oversees staff development and training.
- ◆ Assess overall community needs in the environmental health area and develops and implements appropriate programs and services; confers with a wide variety of public and private officials and the general public; interprets laws, regulations and policies.
- ◆ Directs the development and implementation of operational policies and procedures; analyzes and interprets existing and proposed legislation as well as various regulations, policies, procedures and other directives to determine the impact on operations.
- ◆ Attends meetings of the Board of Supervisors and provides recommendations on matters germane to areas of assignment; confers with management staff on policies, procedures and workload standards and directs changes as needed; attends public hearings and meetings; makes presentations to various interest groups.
- ◆ Develops and maintains cooperative and collaborative working relationships with State and County officials, other counties, community groups, and the public.

THE IDEAL CANDIDATE

In addition to being a registered Environmental Health Specialist, the ideal candidate will possess:

- A Masters degree in environmental science, biology, chemistry, physics, microbiology, public health, business administration or public administration.
- Demonstrated senior management experience overseeing environmental health-related programs and operations.
- Outstanding leadership skills and a strong background managing enforcement activities.
- Well-developed organizational and decision making skills as well as superb interpersonal skills.
- The ability to inspire, motivate and empower staff to achieve established goals and in their professional development.
- Knowledge of laws and regulations pertaining to the department programs and initiatives.
- A high level of integrity and strong sense of ethics.
- Strong analytical skills, sound judgment, and a positive attitude.
- Excellent written and verbal communication skills and experience presenting information to Boards, Commissions and the public.



DIRECTOR - ENVIRONMENTAL HEALTH DEPARTMENT

COMPENSATION PACKAGE

Annual Base Salary: \$101,483- \$123,365

In addition to the base salary, the County offers:

- ◆ Cafeteria Plan in the amount of \$24,023 annually which may be used to purchase medical, dental, and vision coverage. Unused monies are included in salary.
- ◆ A 5% employer contribution to the County's 457 Deferred Compensation Plan (valued from \$5,074 to \$6,168)
- ◆ Vacation cash-out up to 15 days annually (valued from \$5,855 to \$7,117)
- ◆ An annual car allowance of \$7,020

Potential Cashable Compensation:

| | Step 1 | Step 5 |
|--------------------------------------|------------------|------------------|
| Annual Base Salary | \$101,483 | \$123,365 |
| 5% Deferred Comp | \$5,074 | \$6,168 |
| Vacation Cash Out - 15 days annually | \$5,855 | \$7,117 |
| Cafeteria | \$24,023 | \$24,023 |
| Car Allowance | \$7,020 | \$7,020 |
| Total | \$143,455 | \$167,693 |

- ◆ 1937 Act plan with reciprocity with CalPERS
- ◆ 125 Flex Benefits Plan
- ◆ 12 days of sick leave annually with unlimited accumulation
- ◆ 15 days of vacation leave a year (20 days after 10 years. 23 days after 20 years)
- ◆ 14 paid holidays per year
- ◆ 10 days administrative leave per year

www.sjgov.org/hr/Programs/Benefits

RECRUITMENT INCENTIVES*

- ◆ Reimbursement of qualifying moving expenses up to \$5,000
- ◆ 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.

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

Special Requirement: Possession of valid certificate as a Registered Environmental Health Specialist issued by the CA Department of Public Health.

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

Candidates invited to participate in the screening and selection process will possess a combination of education and experience equivalent to:

- Master's degree in environmental science, biology, chemistry, physics, microbiology, public health, public administration, business administration, or related field.
- Demonstrated senior level management experience overseeing a variety of comprehensive, environmental health-related programs and operations in a public agency that required possession of a Registered Environmental Health Specialist certificate.

For a complete job description, please visit our website at www.sjgov.org/hr.

APPLICATION AND SELECTION

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

September 19, 2014

Apply Online Today: www.sjgov.org/hr

Or submit your application, supplemental questionnaire and resume to:

San Joaquin County Human Resources
Attn: Marie Sneed

44 N. San Joaquin Street Suite 330
Stockton, CA 95202

Tel: 209.468.9755

Fax: 209.468.0508

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

Final candidates will be interviewed by the County Board of Supervisors in a closed session interview on October 21, 2014.

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.

San Joaquin County is an Equal Opportunity Employer



DIRECTOR - ENVIRONMENTAL HEALTH DEPARTMENT

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 and limit 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, your dates of employment, and your job title.** These questions will be reviewed by the screening panel in evaluating your qualifications.

1. Provide an overview of your senior level administrative or senior level managerial experience overseeing a variety of environmental health related programs in a public agency.
2. Describe your budget experience, including the size, complexity of the budget, and level of responsibility.
3. Describe your plans and goals for the first six months in the role as Director of Environmental Health if you were appointed to this position
4. Please attach your certificate as a Registered Environmental Health Specialist issued by the California Department of Public Health.
5. Please provide an organizational chart which reflects your current position and it's level of responsibility in the agency.