

San Joaquin County is recruiting for:

MANAGEMENT ANALYST III

Probation Department



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



Recruitment Announcement
1117-RM0226-01

THE DEPARTMENT

Probation Department Mission Statement

The San Joaquin County Probation Department, as an integral part of the Justice System, provides safe custodial care for juveniles and upholds public safety by providing prevention, investigation and supervision services for offenders.

One of Probation's primary goals is to provide evidence-based interventions to our clients to assist them in adopting pro-social behaviors, resulting in reduced recidivism, thereby increasing public safety and reducing victimization.

San Joaquin County Probation has a shared set of values. We value excellence, importance of the individual, team concept, ethical conduct, professionalism, importance of community and a safe and healthy environment.

For more information about the department, visit the website at: sjgov.org/departments/prob

THE POSITION

The San Joaquin County Probation Department is seeking an experienced manager to lead and manage their Fiscal Unit. The ideal candidate will possess the experience, knowledge and skills necessary to administer the budget preparation, accounting services, grant management, billing processes, fine/fee collection services, payroll and procurement, for the department.

MINIMUM QUALIFICATIONS

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

Experience: Three years of responsible managerial, fiscal, personnel or governmental administrative and/or analytical work, one year of which must have been at a level equivalent to Management Analyst II in San Joaquin County service.

Substitution: A master's degree in public or business administration, economics, or a closely related field, from an accredited college or university, may be substituted for one year of experience.

Candidates must successfully pass a background investigation prior to employment.

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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COMPENSATION PACKAGE

Annual Base Salary: \$81,453 - \$99,029

In addition to the base salary, the County offers an excellent benefit plan which includes a county contribution to health insurance, dental and vision insurance plans. Other benefits include:

- ◆ 1937 Retirement Act plan with reciprocity with CALPERS
- ◆ 125 Flex Benefits Plan
- ◆ 12 days sick leave annually, unlimited accumulation
- ◆ 10 days of vacation leave (15 days after 3 years, 20 days after 10 years and 23 days after 20 years)
- ◆ 10 paid holidays per year
- ◆ 10 days administrative leave per year

For more benefit information, please access the county's benefits web site:

www.sjgov.org/departments/hr/benefits

TYPICAL DUTIES

The Management Analyst III will manage the Fiscal Unit, which includes supervision of staff. Other duties may include:

- ◆ Performs detailed studies of policies, procedures, organization, operations, services, finances and related matters.
- ◆ Advises and assists department heads and others in fiscal, organizational and procedural matters.
- ◆ Participates in the preparation, review, and administration of departmental budgets.
- ◆ Assists in preparation of capital improvement program.
- ◆ Researches and analyzes laws, policies, and other regulatory requirements and changes; develops policy statements for management approval.
- ◆ Confers with representatives of other agencies or departments; coordinates projects; serves as liaison between departments.
- ◆ Prepares reports of studies and recommendations; prepares and answers correspondence and questionnaires.

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: December 1, 2017

Please submit your application, supplemental application and resume to:

San Joaquin County Human Resources
44 N. San Joaquin Street, Suite 330
Stockton, California 95202
Phone (209) 468-3370

OR

online at www.sjgov.org/departments/hr

All applications will be reviewed for qualifications. Qualified applicants will be invited to participate in an oral examination, with top-scoring candidates being referred to the department for the selection processes.

Candidates must successfully pass a background investigation prior to employment.



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SUPPLEMENTAL QUESTIONS

Submit responses to the following questions along with your employment application and resume to the San Joaquin County Human Resources Division. Number your responses and address each question separately. 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. Do you possess a bachelor's degree from an accredited four-year college or university? If so, provide the name of the school, your degree and major.
2. Do you possess three years of full-time, paid, responsible managerial, fiscal, personnel or governmental administrative and/or analytical work, one year of which must have been at a level equivalent to a Management Analyst II in San Joaquin County service?
3. Describe any work experience in managing or supervising a program. List the employer, your job title, a detailed description of the program you managed, the titles of the employees you directly supervised, the number of employees you directly supervised, and their job titles.
4. Describe any work experience you have in the preparation, review and administration of budgets. List the employer, number of budgets within the organization, your role in the process, and the approximate total amount of the budget/s.
5. Describe any work experience you have in grant preparation and monitoring, performance measurement, and required reporting. List the employer and your role in the grant process.
6. Describe any work experience you have in payroll management. List the employer and your role in the payroll process.