

San Joaquin County Health Care Services Agency is recruiting for:

MANAGEMENT ANALYST III



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



Recruitment Announcement:
0915-RM0226-01

THE POSITION

San Joaquin County is recruiting for qualified candidates who are interested in a challenging and rewarding position in the Health Care Services Agency.

The Management Analyst III reports to the Director of the Health Care Services Agency. This position will be responsible for providing high-level administrative and financial support to various health care related programs. Duties will include researching and analyzing Federal and State regulations and policies, preparing large complex health care related budgets and working with senior management within and outside of the Agency to implement health care related policies and programmatic changes.

THE DEPARTMENT

The Health Care Services Agency has direct oversight over the divisions of Behavioral Health Services, Public Guardian/Conservator, Public Health Services, Correctional Health Services, Veterans Services, and Emergency Medical Services. Goals that the Agency is focused on for fiscal year 2015-16 include the development and implementation of the Health Information Exchange (HIE), Electronic Health Record (EHR) for Behavioral Health and Correctional Health, enhance Agency infrastructure, coordinate 1115 Waiver implementation, administrative claiming from State programs, implementation of Medi-Cal claiming for Correctional Health and expansion of telemedicine. In conjunction with the County hospital, the Agency will continue to develop and operate the Federally Qualified Health Center Look-A-Like (FQHC-LAL) clinics. Our objective is to work collaboratively with various County departments to continue strategic implementation of the Affordable Care Act (ACA) to ensure and enhance access to health and behavioral health services, and to facilitate social support services for the clients and patients we serve.

THE MISSION

The Health Care Services Agency provides quality care and services to residents of San Joaquin County. In the course of fulfilling our governmental mandate, we advocate for the comprehensive physical and psychological health needs of the disadvantaged, for good public health and for accessible services for all. We educate health professionals who serve our community and through our service, improve the health in the community as a whole.



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.

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 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 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 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

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.

MANAGEMENT ANALYST III

TYPICAL DUTIES

- ◆ Performs detailed studies of policies, procedures, organizational structures, operations, services, finances and related matters.
- ◆ Advises and assists department heads, division directors and others in fiscal, organizational and procedural matters.
- ◆ Participates and serves as lead 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.
- ◆ Facilitates and coordinates reporting to Federal and State agencies.
- ◆ Prepares, implements and coordinates grant proposals, funding requests and reports.
- ◆ Researches and prepares reports, studies and recommendations; prepares and answers correspondence and surveys.
- ◆ May supervise others as assigned.

IDEAL CANDIDATE

- ◆ Has experience evaluating and implementing health care related programs, which included facilitating programmatic changes across multiple departments and agencies.
- ◆ Works independently and takes initiative to lead and implement high level projects.
- ◆ Has experience in preparing, reviewing, and administering large and complex health care related budgets.
- ◆ Strong administrative, human resources and fiscal skills.
- ◆ Exceptional analytical skills, strategic and critical thinking skills.
- ◆ Excellent interpersonal and communication skills.
- ◆ Has experience interfacing with State and Federal entities in interpreting and implementing regulations and programs.
- ◆ Able to build and maintain collaborative working relationships.

VISION STATEMENT

The Health Care Services Agency will make a positive impact in the community with the resources needed to grow as our County grows. As we are fiscally responsible, we have the trust and confidence of our consumers, our community and our peers. Through our leadership we are a catalyst for community health improvement, and the employer and provider of choice in our region.

MANAGEMENT ANALYST III

COMPENSATION AND BENEFITS

Approximate Annual Base Salary:

\$79,102 - \$96,179

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

- ◆ A 1% employer contribution to the County's 457 Deferred Compensation Plan
- ◆ 1937 Retirement Act plan with reciprocity with CALPERS.
- ◆ 125 Flex Spending Benefits Plan
- ◆ 12 days sick leave annually with unlimited accumulation.
- ◆ 10 days of vacation leave (15 days after 3 years, 20 days after 10 years, and 23 days after 20 years)
- ◆ 14 holidays per year
- ◆ 10 days administrative leave per year

For further information regarding benefits, please access the County's benefits website at:

www.sjgov.org/hr/Programs/Benefits

MINIMUM QUALIFICATIONS

Education: Graduation from an accredited four-year college 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.

***Special Requirement:** The above experience must have included at least two years evaluating and implementing health care related programs by: facilitating programmatic changes across multiple departments and agencies; interfacing with State and Federal entities in interpreting and implementing regulations and programs; and preparing, reviewing, and administering large and complex health care related budgets. Proficiency in Microsoft Word, Excel or other equivalent software programs is also required.

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.

**Approved by the Civil Service Commission on September 9, 2015.*

APPLICATION SUBMITTAL AND SELECTION PROCEDURES

The competitive process includes submittal of completed San Joaquin County Employment Application and responses to the supplemental questions. Resumes will not be accepted in lieu of the required application materials. Completed application package must be submitted to the Human Resources Division by **5:00pm on October 9, 2015**. Application materials may be obtained from and submitted to:

San Joaquin County Human Resources
44 N San Joaquin Street, Suite 330
Stockton, CA 95202
Tel: 209.468.3370
Fax: 209.468.0508

Or

Apply on-line at: www.sjgov.org/hr

MANAGEMENT ANALYST III

Supplemental Questionnaire

The supplemental application must be completed and attached to the standard application form. This is an important part of your application package that will allow us to thoroughly assess and evaluate your qualifications for the position of Management Analyst III. Please provide the specific job duties performed regarding your experience.

1. A Bachelor's degree from an accredited college or university is required to qualify.

Do you possess a Bachelor's degree? Yes ____ No ____

Major: _____

College/University: _____

In each of the questions below, include the employer, job title, and dates of employment.

2. Describe your work history that demonstrates the depth of your experience in budget preparation, review and implementation. List employer, number of budgets within the organization, your role in the process and the approximate total amount of the budget.
3. Describe your work experience with automated accounting systems and computerized applications including spreadsheets, databases and electronic data processing systems. Please include employer, applications programs you utilized in statistical analysis. List what programs you have used in budget preparation.
4. Describe your work experience in researching and analyzing laws, policies and other regulatory requirements and changes. Include your knowledge of and/or work experience with the Brown Act, HIPAA and the Public Records Act.
5. This position requires you to work with both internal and external entities. Please give examples of your work experience in establishing and maintaining effective relationships with management, professional and support staff, including the facilitation of programmatic changes across multiple department and agencies.
6. Describe your work experience in a health, medical, behavioral health, or social services environment. What was your role and describe your involvement in projects or programs? Please list by employer.
7. Describe your programmatic and analytical experience in the evaluation and implementation of health care related programs.
8. Describe your experience and participation with any State, Federal or private foundation grants, including grant writing, program/project implementation, performance measurement, required reporting and filing expenditure claims against the grant or drawing down State and Federal funds.

SUBSTITUTION

Do you possess a Master's degree from an accredited college or university? Yes ____ No ____

Major: _____

College/University: _____

Note: The Master's degree substitutes for one year of the general qualifying experience.