



**San Joaquin County Health Care Services is recruiting for:**

## **MANAGEMENT ANALYST II**

**SAN JOAQUIN**  
COUNTY  
*Greatness grows here.*



San Joaquin County  
Human Resources Division  
44 N San Joaquin St, Suite 330  
Stockton, CA 95202  
Phone: 209-468-3370  
Fax: 209-468-0508

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

**Recruitment Announcement**  
**0217-RB6512-01**

### **THE POSITION**

San Joaquin County is recruiting for qualified candidates who are interested in a challenging and rewarding position as a Management Analyst II with Health Care Services. This new position will support the County's Whole Person Care (WPC) 1115 Waiver Pilot program. The WPC pilot program is designed to test new approaches in providing more integrated care across the medical, behavioral health, and social service delivery systems to the highest risk and most vulnerable Medi-Cal beneficiaries.

The Management Analyst II will be responsible for budgeting, data analysis, quality improvement, monitoring and reporting on the performance of the program, and developing and monitoring contracts. The incumbent will report to the Director of Health Care Services.

### **IDEAL CANDIDATE**

The department is seeking a candidate who has the ability to take charge of high level administrative responsibilities and to act as the business manager for the department. The ideal candidate will possess strong administrative and analytical skills, strategic and critical thinking skills, initiative, excellent communication skills, and strong interpersonal skills. Additionally, a candidate should possess experience in quality improvement, Medi-Cal and/or Medicare policy and billing processes, proficiency and knowledge of claims processes for State and Federal programs, and the ability to interpret and implement complex health care related projects and programs. Because the incumbent will be interfacing with agencies both internal and external to the County, the ideal candidate must excel at creating a collaborative working relationship with these types of customers.

### **THE DEPARTMENT**

The Health Care Services Agency ensures that mandated functions and services for the health of San Joaquin County residents are provided in an efficient, effective, and culturally appropriate manner. The agency services the community through coordination of essential health care programs, and is comprised of the following divisions:

- Behavioral Health Services
  - \* Mental Health
  - \* Substance Abuse Services
- Correctional Health Services
- Emergency Medical Services
- Public Guardian/Conservator
- Public Health Services
- Veterans' Services

[www.sjgov.org/department/hcs](http://www.sjgov.org/department/hcs)





# MANAGEMENT ANALYST II

## COMPENSATION AND BENEFITS

Approximate Annual Base Salary:

**\$68,661 - \$83,470**

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:

- ◆ 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)
- ◆ 10 holidays per year

For additional information regarding benefits, please visit the Employee Benefits page of our website at:

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

## MINIMUM QUALIFICATIONS\*

\*The following minimum requirements were approved by the San Joaquin County Civil Service Commission December 14, 2016.

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

**Experience:** Two years of responsible administrative, analytical and programmatic experience in health care- and/or behavioral health-related fields, which included budget and finance.

**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.



## APPLICATION SUBMITTAL AND SELECTION PROCEDURES

The competitive process includes submittal of a 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 Human Resources on or before **March 3, 2017**. Application materials may be obtained from and submitted to:

**San Joaquin County Human Resources**  
44 N San Joaquin, Suite 330  
Stockton, CA 95202  
Tel: 209-468-3370  
Fax: 209-468-0508

Or apply on-line at: [www.sjgov.org/department/hr](http://www.sjgov.org/department/hr)

All application materials will be reviewed and must demonstrate that you possess the knowledge, skills and abilities required for the position. All qualified applicants will be invited to an oral exam, a structured exam which typically includes a practical exercise. For selection procedures and a complete job description, please visit: [www.sjgov.org/department/hr/employment\\_info](http://www.sjgov.org/department/hr/employment_info)



## SAN JOAQUIN COUNTY

# MANAGEMENT ANALYST II

### TYPICAL DUTIES

- ◆ Gathers information and data necessary for the study of policies, procedures, organization, operations, services, finances, and other related matters; tabulates, charts data; and analyzes data gathered by statistical and other techniques.
- ◆ Perform general systems, procedures, workload, workflow, and other studies.
- ◆ Conducts space need and property control studies.
- ◆ Reviews and analyzes departmental budgets; may monitor and administer department budget.
- ◆ 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 a liaison between departments.
- ◆ Prepares reports of studies and recommendations; prepares and answers correspondence and questionnaires.
- ◆ May supervise others as assigned.

### AGENCY VISION

*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.*



### **MAKE SAN JOAQUIN COUNTY YOUR NEW HOME!**

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.



## SAN JOAQUIN COUNTY

## MANAGEMENT ANALYST II

SUPPLEMENTAL QUESTIONNAIRE

The supplemental questionnaire must be completed and submitted with your application. It is an extension of your employment application and will be reviewed to thoroughly assess your qualifications. Resumes are not accepted in lieu of completing this questionnaire.

1. Did you graduate from an accredited college or university with a major in public or business administration, economics, social or behavioral science, health care administration and/or behavioral health administration, or a closely related field?

Yes     No

If yes, provide the following information:

- Name of the school from which you graduated
- Degree obtained
- Major

- 2a. Describe your two years of full-time, responsible, paid administrative, analytical and programmatic experience in health care- and/or behavioral health-related fields. Include the name of your employer(s), dates of employment, job title, number of hours worked per week, and the specific duties you performed.

- 2b. From the experience listed above, describe the specific duties you performed that included budget and finance. Include the name of your employer(s), dates of employment, job title, and number of hours worked per week.

**Substitution Pattern**

3. Do you possess a master's degree in public or business administration, economics, or a closely related field from an accredited college or university? If yes, provide the following information:

Yes     No

If yes, provide the following information:

- Name of the school from which you graduated
- Major

**Note:** The master's degree substitutes for **one** year of qualifying experience.