

# San Joaquin County Health Care Services is recruiting for:

## MANAGEMENT ANALYST II



**Human Resources**  
**44 N. San Joaquin**  
**Street**  
**Third Floor, Suite 330**  
**Stockton CA 95202**  
**Phone: (209) 468-3370**  
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Recruitment Announcement:  
1216-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 provides quality care and services to residents of San Joaquin County. In the course of fulfilling governmental mandates, the agency advocates for the comprehensive physical and psychological health needs of the disadvantaged, for good public health and for accessible services for all. The agency educates health professionals who serve our community and through their service, improves the health in the community as a whole.

Health Care Services Agency is comprised of the following departments:

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





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

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



## MINIMUM QUALIFICATIONS\*

**NOTE: Supplemental application must be submitted with employment application.**

*\*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 programmatic and analytical experience with responsibility for evaluation and implementation of health care and/or behavioral health related programs; facilitating programmatic changes across multiple department and agencies; interface with state, federal entities in the interpretation and implementation of regulations and programs; and PowerPoint and Excel or equivalent spreadsheet software is 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.

## 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 **February 3, 2017**. Application materials may be obtained from and submitted to:

**San Joaquin County Human Resources**

**44 N San Joaquin, Ste 330**

**Stockton, CA 95202**

**Tel: 209.468.3370**

**Fax: 209.468.0508**

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



# 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.

### 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.*



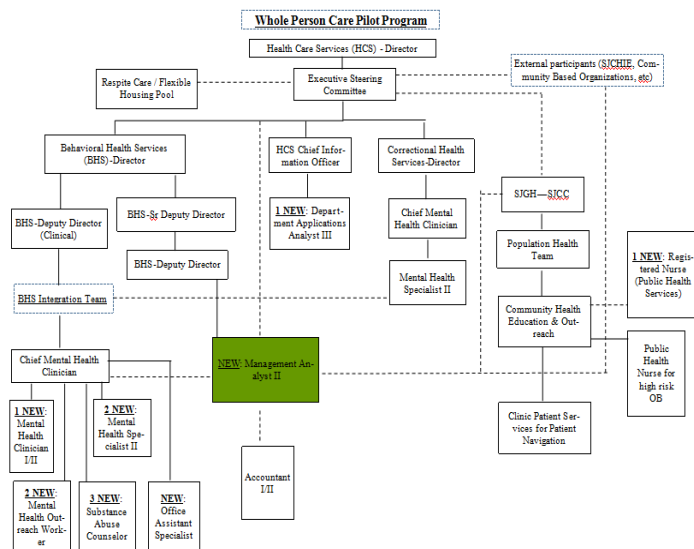
### SAN JOAQUIN COUNTY

#### 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 QUESTIONS

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 II.

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/Discipline: \_\_\_\_\_

College/University: \_\_\_\_\_

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

2. Describe your responsible programmatic and analytical experience which included responsibility for the evaluation and implementation of health care and/or behavioral health related programs. Include the agencies and departments with which you had to interface.
3. Describe projects which required the use of Word, PowerPoint, and Excel (or equivalent spreadsheet software).
4. Please describe your experience preparing budgets or your level of participation in the process of preparing budgets. Include the size of the budget and your specific role in the process.

### SUBSTITUTION

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

Major/Discipline: \_\_\_\_\_

College/University: \_\_\_\_\_

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

