

# SAN JOAQUIN COUNTY HUMAN RESOURCES DIVISION

## Staff Development Coordinator

### THE POSITION

The San Joaquin County Human Resources Division is seeking an experienced professional who possesses comprehensive and in-depth experience leading, marketing, and administering training and wellness programs for a large organization. This position will be responsible for working with various stakeholders to build and maintain the design and delivery of training programs, execution and monitoring of the Countywide wellness program, conducting needs assessments, program evaluation and successful implementation of programmatic changes.

The ideal candidate will be detail-orientated, work well under pressure, have the ability to multi-task multiple projects and successfully meet deadlines, develop and implement programs, and demonstrate strong critical thinking skills.

### THE DEPARTMENT

Human Resources, a division of the County Administrator's Office, provides centralized human resources services for all County departments including: recruitment; exam development; EEO program; staff development training programs, administration of County health, dental, workers' compensation, unemployment, casualty, and life insurance programs; deferred compensation, and flexible spending programs. The division also negotiates labor contracts; processes complaints and grievances; conducts meet-and-confer sessions and joint labor management meetings; advises on disciplinary actions and counseling matters; and provides staff support for the Civil Service Commission.

### OUR MISSION

The mission of the Human Resources Division is to partner with all county departments, community organizations, and educational institutions to recruit, develop, and retain employees of the highest quality and competency, and who represent the diverse community we work and live in.



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



Recruitment Announcement  
0918-RB5200-01



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## TYPICAL DUTIES

- ◆ Identifies and evaluates County employee and departmental training and staff development opportunities; works with County administrators, managers and employees to survey and assess employee development and wellness needs; coordinates the design, development and implementation of County-wide organizational development training and wellness programs; provides recommendations to administrators, managers and supervisors regarding the implementation of their staff development goals.
- ◆ Reviews and evaluates training courses, instructors and materials; evaluates, recommends, and schedules wellness classes and activities; solicits input from various trainers and vendors regarding available training programs; supports, organizes and develops instructional programs and materials utilizing available technology and multi-media equipment to enhance learning; assists in selecting training and wellness vendors/contractors and prepares/processes agreements in order to offer needed programs; instructs and teaches courses as needed and appropriate; evaluates and summarizes data to monitor program effectiveness.
- ◆ Coordinates the preparation of various announcements and other materials which advertise the availability of staff development and wellness courses; creates and utilizes electronic training, wellness and development tools, such as online courses, social media and newsletters; coordinates the development of a countywide training manual.
- ◆ May develop and direct various programs that improve morale, employee relations and job satisfaction; may coordinate employee recognition and feedback, new employee orientation, educational reimbursement and wellness incentive programs; may design, plan and coordinate county-wide retirement workshops, service, recognition, and other events as directed; responds to questions from employees and managers regarding training and mobility within the County structure.

## IDEAL CANDIDATE

- ◆ Comprehensive experience in leading, marketing and administering employee training and wellness programs.
- ◆ Experience and knowledge with using a Learning Management System (LMS).
- ◆ Exceptional written and oral communication skills.
- ◆ The ability to see and assess the “big picture” and provide leadership to set the tone for a positive, well-trained, and talented workforce to thrive.
- ◆ Establish and build working relationships within a diverse workforce at all levels.
- ◆ Experience designing and implementing online and web-based training.
- ◆ Adaptable to change and at times be the “change agent.”
- ◆ Visionary, solution-oriented and a creative problem solver.
- ◆ A willingness to collaborate and the ability to build positive relationships and a team-orientated working environment.

## CHALLENGES & OPPORTUNITIES

- ◆ Manage the County’s employee wellness program by promoting and communicating health programs and acting as the County liaison to potential vendors.
- ◆ Update the New Employee Orientation program and County On-Boarding process.
- ◆ Develop web-based and online training programs.
- ◆ Expand and improve training offerings for elective professional development courses.



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## COMPENSATION PACKAGE

### Approx. Annual Salary: \$85,530-\$103,979

*In addition to the base salary, the County offers an excellent benefits package which includes county contribution to health, dental and vision plans*

- ♦ 10% Confidential Unit Supplemental Pay\*
- ♦ 1% employer contribution to the County's 457 Deferred Compensation Plan
- ♦ Vacation cash-out up to 8 days annually
- ♦ 1937 Act retirement plan with reciprocity with CalPERS
- ♦ 10 days of vacation leave a year (15 days after 3 years, 20 days after 10 years, 23 days after 20 years)
- ♦ 12 days of sick leave annually with unlimited accumulation
- ♦ 14 paid holidays per year
- ♦ 125 Flex Benefits Plan
- ♦ Life Insurance

This civil service position is exempt from FLSA and is unrepresented.

*\*Cafeteria Unit Retention: Existing County employees who currently receive a cafeteria plan allowance and subsequently transfer, demote or promote from or into the confidential unit shall have the option to either retain their existing cafeteria plan contribution amount or have a one-time option at time of hire of opting for the confidential unit supplement pay in lieu of retaining their cafeteria allowance.*



## RECRUITMENT INCENTIVES\*\*

- ♦ Reimbursement of qualifying moving expenses up to \$2,000
- ♦ 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.*

## MINIMUM QUALIFICATIONS

**Education:** Graduation from an accredited four year college or university with major course work in business or public administration, political science, psychology, industrial relations, organizational development, personnel management, education, communication, or a closely related field.

**Experience:** Three years of full-time professional personnel, administrative/analytical or adult education/training work that included at least one year of experience involving workplace training, employee development, employee wellness, organizational development, or employment-related curriculum management/development.

**Substitution:** A master's degree in public or business administration, economics, or a closely related field from an accredited college or university **OR** possession of a current certificate as a Certified Professional in Learning and Performance (CPLP), issued by the Association for Talent Development may substituted for one year of required specialized workplace training, employee development, employees wellness, organizational development or curriculum management/development experience.

## APPLICATION AND SELECTION

Completed application package must include supplemental application and be received by the final filing deadline.

Apply online today at [www.sjgov.org/departments/hr](http://www.sjgov.org/departments/hr) or submit your application, supplemental application and resume to:

**Final Filing Date: October 19, 2018**  
San Joaquin County Human Resources  
44 N. San Joaquin Street, Suite 330  
Stockton, CA 95202  
Tel: 209.468.3370  
Fax: 209.468.0508

**NOTE: This position is unrepresented. Job offers that are extended to positions in the Confidential Unit are contingent upon successfully passing a pre-employment background.**



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## SUPPLEMENTAL QUESTIONS

**This supplemental application is considered an extension of your employment application and will be reviewed to help assess your qualifications. Include in your responses the employer, dates of employment, and the specific job duties. Please respond to the questions on a separate sheet and submit along with your completed employment application.**

1. Did you graduate from an accredited four-college or university?

\_\_\_\_ Yes \_\_\_\_ No

If yes, what was your major \_\_\_\_\_

2. Mark the area(s) that you have three (3) years of full-time experience performing professional-level work

\_\_\_\_ professional-level human resources work  
\_\_\_\_ professional-level administrative/analytical work  
\_\_\_\_ professional-level education/training work

For areas where you marked you have the required three (3) years of experience, describe in detail the professional level work you performed to demonstrate the depth of your experience. Include the name of the employer, your dates of employment and your official job title.

3. Mark the area(s) that you have one (1) year of full-time experience performing professional-level work

\_\_\_\_ workplace training \_\_\_\_ employee development  
\_\_\_\_ employee wellness \_\_\_\_ organizational development  
\_\_\_\_ employment-related curriculum management/development

For areas where you marked you have the required one (1) year of experience, describe in detail the professional level work you performed to demonstrate the depth of your experience. Include the name of the employer, your dates of employment and your official job title.

4. What is your experience using or managing a Learning Management System (LMS).

5. Describe your experience conducting or designing online or web-based training in the workplace.