



ASSISTANT DIRECTOR OF HEALTH CARE SERVICES

SAN JOAQUIN COUNTY HEALTH CARE SERVICES AGENCY Employment Opportunity

the position

The San Joaquin County Health Care Services Agency is offering an excellent employment opportunity for an experienced public health care administrator, who is both innovative and results oriented, to assist in leading, managing, and administering the services and programs offered through San Joaquin County's Health Care Services agency as the Assistant Director of Health Care Services. This key position is responsible for ensuring departmental compliance with all applicable laws, mandates, and regulations, as well as policies established by the County Administrator and Board of Supervisors. The Assistant Director of Health Care Services reports directly to and assists the Director of Health Care Services, and functions as a direct extension of the Director's authority. This is an at-will position and is exempt from the County's Civil Service System.

the ideal candidate

The ideal candidate is a motivated, visionary leader, with a passion to serve economically and culturally diverse communities, who has a strong work ethic and significant administrative experience in a complex public health care system.

the department

The San Joaquin County 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 through the coordination of essential health care programs. The agency consists of the following six departments with a 2017-18 budget of \$212,000,000 and approximately 1,250 full time equivalent employees:

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



SAN JOAQUIN
— COUNTY —
Greatness grows here.

SAN JOAQUIN COUNTY
Human Resources Division
44 N San Joaquin St, Suite 330
Stockton, CA 95202
☎ 209-468-3370
💻 www.sjgov.org/department/hr

Exempt Recruitment Announcement
0118-HH1105-01

Equal Opportunity Employer

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.



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.



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.



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.



HOUSING

Housing is plentiful in San Joaquin County and is affordable when compared to other nearby areas.

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.



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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.

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 provider of choice in our region.

www.sjgov.org/departments/hcs

Ideal candidate

In addition to possessing significant senior management experience in a health care setting, the ideal candidate will possess:

- Experience in the management of a large healthcare agency serving economically and culturally diverse communities.
- An innovative approach to advance the health care services of San Joaquin County.
- Experience developing creative and alternative solutions to administrative and management challenges.
- Proven ability to lead teams and collaborate with multiple department and/or agencies to attain common goals.
- Strong administrative, human resources, organizational development and fiscal experience working with complex budget.
- Experience with legislative review and advocacy.
- The ability to provide strategic administrative oversight of San Joaquin County health care services.
- A high level of integrity and strong sense of ethics.

typical duties

- Assists the Director with the planning, organizing and directing the development and delivery of departmental services, including but not limited to those related to behavioral health services, public health services, veterans' services, correctional health services, emergency medical services, and public guardian/conservator services; administers and executes policies and procedures for the operation of the agency and recommends courses of action or policy changes in assigned areas of responsibility.
- Assists with the development and implementation of departmental quality control and quality improvement programs and initiatives; analyzes and monitors performance indicators and ensures that departmental operations meet established standards; recommends process improvements to ensure operational effectiveness and superior customer service.
- Assists with directing the activities of departmental staff through subordinate managers and supervisors; selects staff and evaluates performance; reviews and takes action on disciplinary matters.
- Assists with the development, management, and interpretation of Agency and Department policies, practices, regulations, and ordinances; analyzes and interprets existing and proposed federal, state and local legislation, regulations, and other directives to determine impact on operations; assists the Director in the preparation of the Health Care Services Agency legislative priorities; supports the county's overall legislative objectives.
- Prepares, or directs the preparation of, complex narrative, statistical and other management reports for County management as well as external agencies; analyzes and summarizes data; prepares Board of Supervisors' reports and related documents.
- Designs grant projects, writes grant proposals, and implements and monitors grant projects.
- Develops and maintains cooperative and collaborative working relationships with federal, state and county officials, other counties, community groups, and the public; meets and confers with various agents to negotiate effective solutions to difficult problems while fostering cooperation and avoiding duplication.

The areas of responsibility are not restrictive and may expand beyond what is listed. For a complete list of potential areas of responsibility, please review the job description on our website.

This position is exempt from the County Civil Service System. Appointments to exempt positions are at-will and not governed by Civil Service Rules.

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compensation and benefits

**\$147,014 to \$178,693
Annual Base Salary**

In addition to base salary, the County offers a Cafeteria Plan in the annual amount of \$24,023 which is considered the employer's benefit contribution and may be used to purchase medical, dental, and vision coverage. Depending on a candidate's health plan selection, premiums not paid by the Cafeteria plan allowance will be the employee's responsibility through a pre-tax deduction. Unused monies are paid as additional salary.

- A 5% employer contribution to the County's 457 Deferred Compensation Plan (valued from \$7,351 to \$8,935)
- Vacation cash-out of up to 15 days annually (valued from \$8,482 to \$10,309)
- 1937 Act retirement plan with reciprocity with CalPERS
- \$7,020 Annual Car Allowance
- 12 days of sick leave annually with unlimited accumulation
- 15 days of vacation leave (20 days after 10 years, 23 days after 20 years)
- 14 paid holidays per year
- 10 days administrative leave per fiscal year

Potential Cashable Compensation

	Step 1	Step 5
Annual Base Salary	\$147,014	\$178,693
5% Deferred Comp	\$7,351	\$8,935
Vacation Cash Out	\$8,482	\$10,309
Cafeteria Plan	\$24,023	\$24,023
Car Allowance	\$7,020	\$7,020
Total:	\$193,890	\$228,980

Recruitment Incentives

The following recruitment incentives may be available. Incentives must first be approved by the County Administrator.

- Reimbursement of moving expenses up to \$5,000
- Vacation accrual rate consistent with candidate's total years of Public Service
- Sick leave credit of up to 160 hours of unreimbursed sick leave from prior employer

desirable qualifications

Education: Graduation from an accredited college or university with a master's degree in public health, health care administration, business administration, public administration, or a closely related field.

Experience: Seven years of senior-level management experience in a large and complex public health care system, including responsibility for major program planning, budgeting, and implementation.

required qualifications

License: Possession of a current California driver's license.

application and selection

Submission of a completed San Joaquin County Employment Application, including supplemental questionnaire, and resume is required. A complete application package must be submitted to the Human Resources Division by the final filing deadline.

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

**San Joaquin County Human Resources
Attn: Jennifer Goodman
44 N San Joaquin St, Suite 330
Stockton, CA 95202**

Final Filing Date: February 23, 2018

If utilized, a screening panel will select those most qualified to be considered for further participation in the selection process.

Final candidates will be interviewed by the Director of Health Care Services. Finalists will be asked to complete a background investigation. Offer of employment is contingent upon passing a background investigation to include a DOJ LiveScan and pre-employment drug screening.



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SUPPLEMENTAL QUESTIONNAIRE

Please complete the following supplemental questionnaire. This questionnaire is considered an extension of your employment application and must be completed and submitted with 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. When responding to the questions related to your experience, please provide a detailed description that includes the name of your employer, dates of employment, and job title. Please address each question separately, number your responses, and limit to one page per question.

1. Provide a description of your senior-level management experience in a large public health care system. Include your responsibility for major program planning, budgeting, and implementation.
2. Describe your experience in developing and implementing quality control and quality improvement programs and initiatives, and level of responsibility.
3. Describe your budget experience, including the size, complexity, and level of responsibility.
4. Describe your knowledge and experience working with federal and state representatives and evaluating and interpreting legislation.
5. Provide an example of a creative and innovative solution or improvement you suggested in a health care delivery setting that is still being used today.