

San Joaquin County Is Recruiting For :

Deputy Director Hospital Human Resources

San Joaquin General Hospital



San Joaquin General Hospital 500 W. Hospital Road French Camp, CA 95231 (209) 468-3370

San Joaquin General Hospital, a public hospital, established in 1857, is a 152-bed general acute care trauma center providing a full range of both inpatient and outpatient services, with an approved 2019-20 budget of \$413,421,178 and approximately 1,800 FTEs. In addition to providing direct medical services, the hospital is active in providing education for health professionals through post-graduate physician residency programs and has trained over 3,000 physicians since they were established in 1932. The hospital also participates in clinical affiliation agreements for training programs in a variety of health professions including RNs, LVNs, Pharmacists, Radiology Technologists, Social Workers and Respiratory Therapists.

San Joaquin General Hospital is dedicated to a philosophy of excellence in providing health services, education and professional training in an integrated system that values quality in life, family interaction, and respect for both clients and employees. The Hospital is committed to the delivery of community-oriented, culturally sensitive, and affordable health care throughout San Joaquin County.



The Position

San Joaquin General Hospital is seeking an experienced and dedicated Human Resources professional to join the executive and senior management team, to provide leadership and administrative oversight of the Hospital Human Resources Operations Unit.

This position receives collaborative direction from the Hospital Chief Executive Officer and the County Director of Human Resources. This Senior Management position will be responsible for performing a wide variety of human resource related functions, including overall responsibility for planning, directing, managing, and evaluating the activities, programs and staff of the Hospital's HR Operations Unit. Candidates should have an in-depth knowledge and understanding of Human Resources management.

The Ideal Candidate

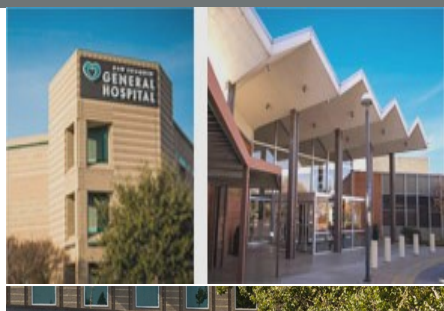
The ideal candidate will have exceptional communication and collaboration skills, including an ability to provide exceptional leadership direction consistent with the values and service standards of San Joaquin General Hospital; as well as the ability to build collaborative working relationships both within and outside of the County Hospital, with competing and varying degrees of interest. It will be important for the selected candidate to have extensive knowledge and experience in the following areas:

- ◆ All aspects of human resource administration, including appropriate methods, procedures and technical expertise in public sector Human Resource management, preferably in a hospital or large healthcare facility.
- ◆ Extensive knowledge of public sector hiring practices; preferably in a health-care setting, including knowledge of collective bargaining, and required meet and confer obligations in a union environment.
- ◆ Principles and practices of leadership, team building, professional collaboration, and exceptional communication skills that include professional sensitivity and astute political awareness.
- ◆ Managing with a high level of professional integrity and ethics, with strong organizational, problem-solving, and administrative decision making skills.
- ◆ Knowledge of Joint Commission and other healthcare survey requirements.
- ◆ Well-versed in current federal and state employment laws, employee due process rights, leave management, ADA Compliance, and applicable EEO laws.
- ◆ Serves as an innovative collaborative partner with County Human Resources on behalf of San Joaquin General Hospital.

Values of Hospital Leadership

- ⇒ *We are committed to services and outcomes*
- ⇒ *We are accountable and fiscally responsible*
- ⇒ *We value diversity and inclusion*
- ⇒ *We work cooperatively as a team*
- ⇒ *We contribute to the overall success of the department*





Typical Duties

- ◆ Serves as a strategic partner with the Hospital's executive team on Human Resources related issues
- ◆ Provides HR advisory recommendations to management staff on areas such as supervision, employee performance management, leave management, and various Human Resources related issues
- ◆ Serves as the hospital liaison with the County's Central Human Resources on civil service recruitments, classification, employee and labor relations and other Human Resources related issues
- ◆ Researches and interprets employment laws, county ordinances, MOU's and other relevant information to provide recommendation to managers on Human Resources related matters
- ◆ Investigates and responds to grievances and complaints and other highly sensitive HR related matters
- ◆ Evaluates, advises, and administers employee disciplines and corrective actions
- ◆ Serves as the hospital's senior management representative with employee labor organizations regarding grievances, complaints, disciplinary actions, and other Human Resources related actions
- ◆ Develops processes and systems for coordination and administration of human resources functions in a civil service setting

Desirable Qualifications

The following qualifications are desirable, all interested candidates are encouraged to apply.

Education: Graduation from an accredited college or university with a Master's Degree in Public or Business Administration, Human Resource Management, Healthcare Administration, or a closely related field.

Experience: Five (5) years of professional Human Resources experience at a management level that includes administrative or analytical experience involving HR related fiscal, personnel, procedural, operational, and organizational matters in a healthcare or public employment setting.



Compensation and Benefits

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 the health plan selected, 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.

Potential Cashable Compensation

	Step 1	Step 5
Base Annual Salary	\$106,059	\$128,898
2% Deferred Comp	\$2,121	\$2,578
Vacation Cash-out	\$3,263	\$3,966
Cafeteria Plan Benefit	\$24,023	\$24,023
Total	\$135,466	\$159,465

The County provides a competitive Senior Management benefit package that includes:

- ◆ Defined benefit retirement plan with reciprocity with CalPERS
- ◆ 15 days of vacation leave a year (*20 days after 10 years, 23 days after 20 years*)
- ◆ 12 days of sick leave annually with unlimited accumulation
- ◆ 14 paid holidays per year
- ◆ 80 hours of administrative leave annually
- ◆ 125 Flex Benefits Plan

Recruitment Incentives* (*Requires County Administrator Approval)

- ◆ 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 public sector employer

Application Procedure

Applications including resume, cover letter, and answers to supplemental questions must be received by the final filing date: **March 20, 2020**

For more information or to apply online, visit our website at <https://jobapscloud.com/sjq/>

Selection Process

If warranted by the number of candidates, applications may be reviewed by a screening panel. Final candidates will be interviewed by the Hospital CEO.

A background investigation will be required for all final candidates. Final appointment will be conditional upon passing a drug screening test as well as a DOJ Live Scan fingerprinting.

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

San Joaquin County Human Resources 44 N. San Joaquin Street Ste. 330 Stockton, CA 95202

(209) 468-3370 website: www.sjgov.org



San Joaquin County is an Equal Opportunity Employer



Supplemental Questions

This position will oversee key human resources functions related to San Joaquin General Hospital. Ideal candidates should demonstrate experience in one or more of the following areas. If you possess experience in these areas, please be sure to include that information in the answers to the supplemental questions below:

- Public employment
- Hospital or large health care setting
- Unionized employer

1. Describe your human resources management experience in the following areas:

- Working with Labor Organizations and interpreting Memorandum of Understandings (MOU or Union Contracts).
- Developing and implementing organizational policies and procedures. Include examples of the types of policies and/or procedures you developed.
- Interpreting and advising in the following areas: Employee leave administration, progressive and formal discipline, performance improvement plans, workplace investigations, and Equal Employment Opportunity matters.

2. Describe your professional Human Resources management experience where you provided direct supervision and oversight of HR related functions. (Include in your answer: number of years, number of professional and administrative support staff you supervised, the size of your organization and the scope of your authority)

3. Describe your labor management experience in a unionized environment, including your knowledge and experience negotiating labor agreements; including your role and scope of responsibilities as part of the collective bargaining process.