



# San Joaquin County Employment Opportunity **EEDD Division Manager** Employment & Economic Development Department

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## About the position

San Joaquin County is recruiting for an experienced manager to plan and direct the activities of the Client Management and Employment Services Divisions of the Employment and Economic Development Department (EEDD), including supervising the work of administrative and technical staff who are involved in employment training and employment services.

## The Divisions

The Client Management Division conducts intake and certification of eligible Workforce Investment Opportunity Act (WIOA) clients; provides client services enabling individuals to acquire employment skills, including case management, counseling and monitoring. The Employment Services Division develops job opportunities with employers, including On-the-Job Training Contracts and provides services to employers and employees experiencing plant closure or mass layoff. The incumbent will directly manager various Employment Training Supervisors and staff.

## About the department

EEDD consists of:

The 2019-20 department budget totals approximately \$15.6 million with 71 allocated positions.

### **Recent Department Highlights:**

- The Business Retention and Layoff Aversion contacted over 800 businesses to help them retain workers and/or expand their workforce in San Joaquin County.
- EEDD was awarded a \$3 million Regional Prison to Employment (P2E) Grant by the State of California and has been designated as fiscal agent for the Central Valley Workforce Development Boards. The P2E program helps train individuals to re-enter the labor market with support systems to improve their chances of success.
- The County Economic Development Association was awarded nearly \$200,000 to support job training to full-time, private sector employees. The award will assist San Joaquin employers in strengthening their competitive edge by developing a highly trained and productive workforce.
- The Stockton Lincoln Street WorkNet Center was recognized as the number one Comprehensive One-Stop Center for Workforce Development under America's Job Centers of California.

Recruitment Announcement  
0320-RM1171-01

Equal Opportunity Employer

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

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

# 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.



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## 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. Almonds are the leading commodity, with 87,300 bearing acres.

Grapes, walnuts, milk and eggs round out the top crops, with an abundance of other produce. Weekly farmers markets throughout the county offer a cornucopia of fresh fruit and vegetables. Fruit stands and pick-your-own produce farms dot the countryside.

## 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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# EEDD DIVISION MANAGER

## Typical Duties

- Plans, organizes, directs, and evaluates the work of staff; analyzes staffing, workflow and procedures and adjusts as needed to maximize resource utilization; analyzes and interprets new policies and procedures to staff.
- Prepares strategic and operational plans, grant applications, annual plans and budgets; negotiates and monitors contracts; prepares policy statements and procedures relevant to assigned area.
- Directs program appraisal activities to identify need for revision or development of program elements; coordinates suggestions made by staff for revision or development of program activities; develops procedures to increase program effectiveness.
- Meets with department managers or other parties regarding program policies and procedures; participates in various committees to determine department or programmatic needs; develops forms and training to meet needs.
- Maintains liaison with local and state agencies; may serve as primary liaison with local, state or other agencies for a specified program; may make presentations to various groups regarding programs; responds to or directs inquires to the appropriate agency or division; may address public and private groups relative to programs; may participate in conferences or seminars.
- Prepares reports and correspondence for a variety of purposes; may prepare various statistical data, as required; monitors programs to ensure accountability to external agencies and/or funding sources.

## Typical Duties Continued...

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## Minimum Qualifications

**Education:** Graduation from an accredited four-year college or university with a major in business administration, public administration, counseling, social services or a closely related field.

**Experience:** Three years performing responsible technical, administrative or management work in an employment and training, workforce development, economic development, or related program, including one year in a supervisory position.

**Substitution:** Additional qualifying experience may be substituted for the required education on a year-for-year basis.

**AND**

**License:** Possession of a valid California driver's license if required by the nature of the position.

# EEDD DIVISION MANAGER

## Compensation and Benefits

Approximate Annual Base Salary:

**\$79,102- \$96,179**

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:

- ◆ A 1% employer contribution to the County's 457 Deferred Compensation Plan (valued from \$791 to \$962 annually)
- ◆ 1937 Retirement Act - reciprocity with CALPERS
- ◆ 125 Flex Spending Benefits Plan
- ◆ 12 days sick leave annually - unlimited accumulation
- ◆ 10 days of vacation leave (15 days after 3 years, 20 days after 10 years, and 23 days after 20 years)
- ◆ 14 paid holidays per year
- ◆ 10 days of administrative leave per fiscal year

For more benefit information, please access the county's benefits website at:

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



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## Wellness

San Joaquin County is dedicated to providing its employees with a great benefit package and is interested in their overall well-being. Through our SJC Engage wellness program, San Joaquin County employees and eligible dependents are offered support in the way of various workshops, courses, and programs in areas such as Physical and Mental Wellness, Professional Wellness, and Financial Wellness. Employees also enjoy special employee pricing through Perks at Work.

For additional information regarding the wellness program, please click to visit the SJC Engage website:



## Application and Selection

The competitive process includes submittal of a completed San Joaquin County Employment application and Supplemental Questionnaire. Resumes will not be accepted in lieu of a complete application package. If a formal exam process is utilized, qualified applicants will be invited to participate in an oral examination interview which may include a practical exercise. The top-scoring candidates will be referred to the department for a hiring interview. To apply, submit a completed application and supplemental questionnaire on or before the final filing date.

To apply, visit our [webpage](#) or scan this QR code with your smartphone's camera.

Final Filing Date: **May 8, 2020**



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