



# San Joaquin County Behavioral Health Services

## MANAGEMENT ANALYST III



San Joaquin County  
Human Resources Division  
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[www.sjgov.org/department/hr](http://www.sjgov.org/department/hr)

Recruitment Announcement  
0119-RM0226-01

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

### THE POSITION

San Joaquin County is searching for an experienced professional who desires in an exciting employment opportunity as a Management Analyst III with Behavioral Health Services. This position will work in the Administration unit to perform quality improvement and policy analysis.

The Management Analyst III is part of the management team and will provide staff management, oversight, and monitoring of special quality improvement and policy analysis functions for current and upcoming Behavioral Health Services (BHS) and Mental Health Services Act (MHSA) programs.

### THE DEPARTMENT

Behavioral Health Services (BHS) is a division of San Joaquin County Health Care Services and provides a array of mental health and substance use disorder treatment services, primarily for Medi-Cal beneficiaries in San Joaquin County. The department consists of over 700 employees in the following operational divisions:

- Administration
- Mental Health Services
- Mental Health Forensic Services
- Adult/Older Adult Services
- Inpatient and Crisis Services
- Children's Services
- Substance Abuse Services
- Mental Health Pharmacy



### MISSION

The mission of San Joaquin County Behavioral Health Services is to partner with the community to provide integrated, culturally and linguistically competent mental health and substance abuse services to meet the prevention, intervention, treatment and recovery needs of San Joaquin County residents.

### VISION

The vision of San Joaquin County Behavioral Health Services is to collaborate as a resilient team exploring changes, sharing ideas, striving to empower consumers, families, volunteers and care providers toward building hope, addressing disparities, and fostering wellness and recovery through individual strength-based treatment.

### VALUES

The personal commitment of every individual contributes to the overall success and integrity of the organization, creating a caring, positive, fiscally responsible and productive environment.

**SAN JOAQUIN COUNTY**

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 California beauty and nature, or music, arts and culture. San Joaquin County has what you're looking for.



**ARTS & CULTURE**

Enrichment and entertainment can be found at many venues throughout the county: the Haggin Museum, San Joaquin County Historical Museum, Children's Museum of Stockton, Stockton Arena, Stockton Symphony, Stockton Civic Theater, Bob Hope Theatre, Lodi's Hutchins Street Square, Tracy's Grand Theater, Concerts in the Park, the local colleges and many galleries. Art, music, dance and theater choices abound. Over 60 languages are spoken in one of the most ethnically diverse communities in California. A constant celebration of cultures is found in the numerous festivals throughout the year that invite all community members to share food, music, dance, folklore, customs



**RECREATION**

San Joaquin County government operates nine community parks for boating, hiking, camping, picnicking, swimming and organized sports. The Downtown Stockton Arena and Ballpark, local college teams and sports complexes throughout the county provide both athletes and fans the chance to enjoy sporting events. Enjoy the beauty of Lodi Lake Park and Nature Area and the Woodbridge Ecological Reserve. Micke Grove Park offers a zoo, amusement park, the Japanese Garden and the San Joaquin County Historical Museum to delight both children and adults. The Sacramento-San Joaquin Delta offers the best boating in the state: more than 1,000 miles of waterways stretching from the Stockton Marina to north of Sacramento and offering access to the San Francisco Bay.



**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 is dedicated to production of this crop. Weekly farmers markets throughout the county offer an abundance of fresh fruit and vegetables and artisanal goods. Fruit stands and pick-your-own produce farms dot the countryside. In recent years, the leading crop in the county has been wine grapes. Over 80 wineries within the Lodi Appellation offer opportunities for tasting and special events.



**EDUCATION**

From preschool to higher education, the county has 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, and San Joaquin Delta Community College offer a wide variety of educational choices. The county's 14 school districts and 200 school sites provide families with a wide choice for children's educational development, including traditional schools, charter schools and alternative education, in addition to an excellent selection of private educational institutions.

**HOUSING**

Housing is plentiful in San Joaquin County and is affordable when compared to other nearby areas. Housing ranges from new developments to established subdivisions to stately historic districts to peaceful country living and every type of housing in between. 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. If you are not already living here, make San Joaquin County your new home!



# MANAGEMENT ANALYST III

## TYPICAL DUTIES

- Performs detailed studies of policies, procedures, organization, operations, services, finances and related matters.
- Advises and assists department heads and others in fiscal, organizational and procedural matters.
- Participates in the preparation, review, and administration of departmental budgets.
- 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 liaison between departments.
- Prepares reports of studies and recommendations; prepares and answers correspondence and questionnaires.

For a complete job description, please visit the Human Resources website at:

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

## MAJOR RESPONSIBILITIES

- Ensure timely and coordinated efforts that will minimize State and other regulatory audit risks.
- Manage the research of Federal and State policy and procedures to assure compliance with regulatory requirements and guidelines.
- Review current policies and procedures, develop and recommend changes as needed to comply with noted service delivery systems.
- Manage future BHS system changes and assist BHS Director and management with statistical analysis for preparing reports and managing programs.

## MINIMUM QUALIFICATIONS

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

**Experience:** Three years of responsible managerial, project management, or administrative and/or quality and process improvement, in a health care or behavioral health care setting, one year of which must have been at a level equivalent to Management Analyst II in San Joaquin County service .

**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

## IDEAL CANDIDATE

The ideal candidate will have a working knowledge of behavioral health care services, Psychiatric hospital operations and the unique regulations that apply, including the principles and practices of financial and policy and analysis as it relates to quality improvement. The Management Analyst III in this role will be able to work independently and within multidisciplinary teams, work with sensitive and confidential material, have the ability to adjust to rapidly shifting priorities, with proven management, analytical, and communication skills.





# MANAGEMENT ANALYST III

## COMPENSATION AND BENEFITS

Approximate Annual Base Salary:

**\$85,530 - \$103,979**

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)
- ◆ 14 paid holidays per year
- ◆ 10 days administrative leave per fiscal year

**\*\*Note:** County employees who currently receive a cafeteria plan allowance and subsequently transfer, demote, or promote into the Middle Management represented unit, shall receive the capped contribution amount of the Middle Management unit.

For additional information regarding benefits, please visit the Employee Benefits page of our website at:

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

## 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.



[www.sjcengage.com](http://www.sjcengage.com)

## APPLICATION SUBMITTAL and SELECTION PROCEDURES

The competitive process includes submittal of a 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 Human Resources on or before the final filing date.

Application materials may be obtained from and submitted to:

**San Joaquin County Human Resources**  
**44 N San Joaquin, Suite 330**  
**Stockton, CA 95202**  
**Tel: 209-468-3370**  
**Fax: 209-468-0508**

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

**Application Deadline: January 18, 2019**

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 our website:

[www.sjgov.org/department/hr/employment\\_info](http://www.sjgov.org/department/hr/employment_info)





# MANAGEMENT ANALYST III

## SUPPLEMENTAL QUESTIONNAIRE

Please provide responses to the following questions along with your employment application. This supplemental questionnaire is an extension of your employment application and will be reviewed to thoroughly assess your qualifications. Resumes are not accepted in lieu of completing this questionnaire.

Please number your responses and address each question separately, limiting responses to one page per question. When responding to questions relating to your work experience, please provide a detailed description that includes the name of your employer, dates of employment (beginning and end dates), job title, number of hours worked per week, and indicate if experience was paid or unpaid.

1. Did you graduate from an accredited four year college or university with a major in public or business administration, economics, social or behavioral science, or a closely related field?

Yes     No

If yes, please provide the name of the four year college or university, date graduated, degree earned and the field.

2. Do you have at least three (3) years of managerial, project management, administrative and/or quality and process improvement, in a health care or behavioral health care setting paid work experience, one year of which must have been at a level equivalent to Management Analyst II in San Joaquin County service?

Yes     No

If yes, please provide an overview of your responsible managerial, project management, administrative and/or quality and process improvement, in a health care or behavioral health care setting paid work experience.

3. Describe your paid experience and interaction with policy analysis in a State, local government, or non-profit organizational setting. Include specific examples of the types of policies or legislation and your role.
4. Please describe any experience you may have in quality improvement. Identify your role and experience in evaluating quality improvement programs and policies.
5. Provide a detailed description of your experience in handling human resources issues, including supervision, performance evaluations, and discipline. Include the number of employees your supervised.