



# San Joaquin County Employment Opportunity **Leave Administration Coordinator** Human Resources Division

## **ABOUT THE POSITION**

The Human Resources Division is recruiting for an experienced analyst to perform complex professional level public personnel work in the area of leave management. This specialized role will receive direction from the Deputy Director of Human Resources.

The Leave Administration Coordinator will function in a leadership role, with specialized knowledge and expertise in HR management to address and advise on complex leave administration cases and to ensure consistency occurs Countywide. This position will perform the most complex and detailed professional assignments with a significant level of independence, intended to expand the level of HR service currently provided to County departments in leave administration. Duties will include HR advising in the areas of absence management, interpretation of entitlement leave laws and regulations applicable to County policies to ensure consistency Countywide. In addition, this position will be responsible for developing and facilitating compliance related trainings for both HR staff and department leave processors, supervisors and managers.

## **THE DEPARTMENT**

Human Resources is a division of the County Administrator's Office and provides centralized HR and labor relations services for all County departments. Services include: recruitment, exam development, EEO investigations, SJC Engage, administration of County health, dental, and voluntary benefit programs, safety, risk and leave management. The division also negotiates labor contracts, processes complaints and grievances, participates in labor management meetings, and provides support for the Civil Service Commission.

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, who represent the diverse community we work and live in.

## **THE IDEAL CANDIDATE**

This position plays a critical role in the division and must be a collaborative and merit principal based problem solver. The ideal candidate will possess public sector experience directly related to leave administration and demonstrate performing such duties with a high level of independence and professional judgement. Candidates must possess excellent oral and written communication skills, which will be used to advise and educate County departments on all aspects of leave administration.

Recruitment Announcement  
1119-RB5103-01

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— 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. Grapes are the leading commodity, with 98,000 bearing acres, much of that in wine grapes. Over 85 wineries within the Lodi Appellation offer opportunities for tasting and special events.

Almonds, walnuts, tomatoes and cherries 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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# Leave Administration Coordinator

## Typical Duties

- Evaluate, analyze and advise County departments regularly on complex leave cases
- Develop and revise applicable policies related to leave administration
- Conducts or participates in a variety of special department projects and prepares appropriate reports
- Develop and facilitate compliance related training for staff that process and/or advise on leaves
- May assume functional responsibility for a personnel program; supervise and manage program activities
- Prepares correspondence, analytical reports, and board letters and resolutions

## Major Responsibilities Include

- Leave Administration support to HR Leadership
- Review and assess Countywide leave practices and policies
- Coordination of the Human Resources Management System (HRMS) upgrades and process improvements
- Data collection and analysis in support of all HR units
- Conduct surveys and review leave laws and regulatory requirements

## Minimum Qualifications

**Experience:** Two (2) years as a Personnel Analyst II in San Joaquin County service *preferably with leave administration and policy development experience.*

**OR:**

**Education:** Graduation from an accredited four year college or university with a bachelor's degree in public or business administration, social science, industrial psychology or closely related field.

**Experience:** Three (3) years of full-time professional public personnel or related administrative analytical work, of which at least two (2) years must have been a responsibility level equivalent to Personnel Analyst II in San Joaquin County service. *Experience with leave administration and policy development is preferred and highly desired.*

**Substitution:** Experience performing demonstrated complex professional public personnel work such as classification, recruitment and/or test development OR administrative/analytical work related to personnel may be substituted for the required education on a year-for-year basis.

**AND:**

**License:** Possession of a valid California driver's license.

## 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 the QR code with your smartphone's camera.

Final Filing Date: **December 13, 2019**

*This Civil Service position is exempt from FLSA and is unrepresented. Final appointment will be conditional upon passing a pre-employment DOJ Live Scan.*



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# Leave Administration Coordinator

## 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:

- Members of the Confidential Unit receive a supplement of 10% of base salary
- A 1% employer contribution to the County's 457 Deferred Compensation Plan
- Vacation cash-out up to eight (8) days annually
- 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)
- 10 days of administrative leave annual fiscal year
- 14 paid holidays per year

	Step 1	Step 5
Annual Base Salary	\$85,530	\$103,979
10% Supplement (annual)	\$8,553	\$10,398
1% Employer 457 Contribution (annual)	\$855	\$1,039
Vacation Cash Out (annual)	\$2,632	\$3,199
<b>Total Potential Annual Compensation</b>	<b>\$97,570</b>	<b>\$118,615</b>

## 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:



## 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 public employer

*\*Recruitment Incentives may be available. Incentives must first be approved by the San Joaquin County Administrator.*



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