

SAN JOAQUIN GENERAL HOSPITAL

RECRUITING FOR:

RESIDENCY TRAINING PROGRAM MANAGER



SJGH

**500 W. Hospital Road
French Camp, CA 95231**



SAN JOAQUIN COUNTY

Human Resources

**44 N. San Joaquin Street
Third Floor, Suite 330
Stockton, CA 95202
Phone: 209-468-3370**

Recruitment Announcement

#1018-RM0206-01 /Amended: 12/31/2018

THE POSITION

The Residency Training Program Manager plays a key role in the success of our residency training programs. The incumbent exercises managerial control over residency training program administrative functions and activities and ensures their compliance with applicable accrediting and regulating agency requirements; supervises program support staff; and works closely with the Designated Institutional Official (DIO) for SJGH and the residency program directors.

As part of the Hospital's management team, the ideal candidate will possess experience managing a physician residency program and must be able to successfully plan, organize, and direct administrative activities for the graduate medical education residency training programs sponsored by SJGH.

The ideal candidate will possess:

- ◆ Well-developed organizational and independent decision-making skills
- ◆ Supervisory and budget management skills
- ◆ Ability to manage confidential and sensitive data with integrity and discretion
- ◆ Excellent computer skills
- ◆ Ability to develop and maintain professional relationships
- ◆ Ability to communicate effectively — orally and in writing

THE DEPARTMENT

San Joaquin General Hospital is a designated level III Trauma Center and a certified Primary Stroke Center. The hospital Certified Stroke Program has achieved recognition by American Heart & Stroke Association and is recipient of the Gold Plus Award.

The hospital, originally established in 1857, is a 196-bed general acute care public facility providing a full range of both inpatient and outpatient services. In addition to providing direct medical services, the hospital is active in providing education for health professionals through post-graduate residency programs in General Surgery, Internal Medicine and Family Practice and has trained over 3,000 physicians since the residency programs were established in 1932.

The San Joaquin General Hospital General Surgery, Internal Medicine and Family Medicine Programs work to provide an environment that is rich in resources, role models, encouragement, and guidance and has a distinguished record of graduating excellent physicians. Our residents have readily passed their Board examinations and quickly establish themselves as successful practitioners.

For more information about the Residency Programs, visit
www.sjgeneral.org/residencymain.html

IDEAL CANDIDATE

The ideal candidate for this position will have previous experience managing a physician residency program and demonstrate the ability to successfully plan, organize, and direct administrative activities of the graduate medical education residency training programs sponsored by SJGH. Experience should demonstrate competencies of collaborative management to ensure continued program effectiveness, independent organization and management of daily program operations, and expertise in the ability to operate independently to achieve and maintain high levels of successful project completion. Supervisory and budget management skills are essential. The ideal candidate will demonstrate ability to maintain professional relationships with all levels of the organization, time management, organizational skills, and constant high levels of tact, integrity and confidentiality consistent with this position's role in managing confidential and sensitive data.

The candidate must have excellent organizational and computer skills, must be able to organize a large volume of data and provide deliverables in a timely manner to meet required program deadlines. The candidate must be able to demonstrate strong written and oral communication skills.

MINIMUM QUALIFICATIONS

Note: Completion of supplemental questions is required

EITHER PATTERN I

Education: Completion of 60 semester (or equivalent quarter) units from an accredited college or university, including at least 30 units in health care administration, business administration, public administration, health science, social science, behavioral science, or a related field.

Experience: Five years performing professional program management and analytical work in a healthcare environment, including experience with program planning, budgeting, operations, and administrative compliance. One year of supervisory experience is required, either included in this program/analytical experience or in a separate job capacity.

Substitutions: 1) Possession of a bachelor's degree in health care administration, business administration, public administration, health science, social science, behavioral science, or a related field may substitute for two years of the above-required experience; OR 2) Possession of a master's degree in health care administration, business administration, public administration, health science, social or behavioral science, or a related field may substitute for three years of the above-required, non-supervisory experience.

OR PATTERN II

Education: Completion of 60 semester (or equivalent quarter) units from an accredited college or university, including at least 30 units in health care administration, business administration, public administration, health science, social science, behavioral science, or a related field.

Experience: Six years coordinating and implementing technical administrative activities for a medical residency training program, including substantial responsibility for the program's compliance with ACGME accreditation and administrative requirements. One year of supervisory experience is required, either included in this medical residency program experience or in a separate job capacity.

Substitutions: 1) Possession of a bachelor's degree in health care administration, business administration, public administration, health science, social science, behavioral science, or a related field may substitute for two years of the above-required experience; OR 2) Possession of a master's degree in health care administration, business administration, public administration, health science, social or behavioral science, or a related field may substitute for three years of the above-required, non-supervisory experience; AND/OR 3) Possession of a valid certificate as a residency training program coordinator from the Training Administrators of Graduate Medical Education (TAGME) may substitute for one year of the above-required non-supervisory experience.

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 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, held in downtown Stockton.

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 an 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.

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. In recent years, the leading crop in the county has been wine grapes, and wineries and vineyards have sprung up from Stockton to Lodi.



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.

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

Make San Joaquin County your new home. 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.

RESIDENCY TRAINING PROGRAM MANAGER

COMPENSATION PACKAGE

San Joaquin County offers a competitive compensation package.

Annual Base Salary: \$71,386 — \$86,798

In addition to the base salary, the County offers an excellent benefits plan which includes a county contribution to health, dental and vision insurance plans. Other benefits offered by the County include:

- ◆ A 1% employer contribution to the County's 457 Deferred Compensation Plan

Other benefits 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)
- ◆ 10 days administrative leave per year

For a complete description of the County benefits plan, please visit:

www.sjgov.org/departments/hr/benefits



APPLICATION & SELECTION

Final Filing Date: November 2, 2018—Extended: Open Until Filled

Apply Online Today

Website: <https://jobapscloud.com/sjq/>

San Joaquin County Human Resources

44 N. San Joaquin Street Suite 330
Stockton, CA 95202
Tel: 209.468.3370
Fax: 209.468.0508

"Our community's health and well-being is our highest priority!"



RESIDENCY TRAINING PROGRAM MANAGER



SUPPLEMENTAL QUESTIONS

When completing your online application, you must also answer the supplemental questions—a sample of which is below. Please provide detailed descriptions of your experience and include relevant education. These questions will be reviewed in evaluating your qualifications.

1. Do you possess at least one of the following? (Check all that apply)

- ☐ I possess 60 semester (or equivalent quarter) units from an accredited college or university, including at least 30 units in healthcare administration, business administration, public administration, health science, social science, behavioral science, or related field.
- ☐ I possess a Bachelor's degree from an accredited college or university in healthcare administration, business administration, public administration, health science, social science, behavioral science, or related field.
- ☐ I possess a Master's degree from an accredited college or university in healthcare administration, business administration, public administration, health science, social science, behavioral science, or related field.
- ☐ I possess a valid certificate as a residency training program coordinator from the Training Administrators of Graduate Medical Education (TAGME).

- 2. Please provide a detailed description of your paid experience performing program management and analytical work in a healthcare environment, including details of your experience with program planning, budgeting, operations, and administrative compliance.
- 3. Please provide a detailed description of your paid experience coordinating and implementing technical administrative activities for a medical residency training program, including substantial responsibility for the program's compliance with ACGME accreditation and administrative requirements.
- 4. Please provide a detailed description of your required one (1) year of supervisory experience. Please include employer name, number of staff supervised, your role in training and/or development of staff, assigning and overseeing workload, and your experience in conducting employee performance evaluations and employee discipline.