

San Joaquin County Employment Opportunity

Deputy Director of HSA — Administration

About the position

The Administration Bureau oversees the department's core administrative functions such as management services, information systems, personnel and payroll, staff development, quality control, hearings, policies, procedures, staff support and program integrity.

San Joaquin County is recruiting for a Deputy Director of HSA to join the department's senior management team. This position will provide senior administrative oversight of the Administration bureau of the Agency and may represent the Director and Assistant Director in their absence as assigned.

The Deputy Director of HSA's Administration Bureau is responsible for the direction and supervision of a team of second level managers. The positions will require a high level of integrity and strong fiscal background with experience in developing and maintaining a high performance culture that values customer service.

About the department

The Human Services Agency meets the needs of the community and empowers clients through accessible and responsive services. The department strives to protect vulnerable children and adults and to promote maximum independence and well-being for individuals and families in the community. The agency places strong emphasis on coordination and outreach with cities, school districts, special districts, non-profits, and other agencies.

The Agency determines eligibility for and delivers human services in accordance with state and federal regulations through five operating bureaus:

- Administration
- Adult & Community Services
- Eligibility Services
- Children's Services
- Employment & Youth Services

"Our mission is to lead in the creation and delivery of services that improve the quality of life in our community. We focus on providing benefits and services to families in need."

Recruitment Announcement
0424-EB2100-EX

Equal Opportunity Employer

Human Resources
44 N. San Joaquin Street
Third Floor, Suite 330
Stockton, California 95202

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. 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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Responsibilities

- Plans, organizes and directs the activities, functions and budgets of a major bureau (division) or program within the San Joaquin County Human Services Agency; develops and recommends operational objectives; directs operations to maximize efficiency, improve service levels, reduce administrative and service provision costs, and ensure effective utilization of available resources; exercises good judgment and makes sound business decisions in managing activities; provides strategic leadership through communication, demonstration, and accomplishment of the organizational mission, vision, and values.
- Directs the activities of assigned staff through subordinate managers and supervisory staff; selects staff and evaluates performance; provides for staff development and training; monitors and directs employee relations activities; reviews and takes action on disciplinary matters as needed.
- Assists with the establishment of departmental policies and procedures in compliance with Agency and external requirements; analyzes and interprets existing and proposed federal, state, and local legislation, policies, procedures and other directives to determine impact on assigned operations; recommends and implements policies and procedures to ensure compliance with relevant legislative and regulatory guidelines; interprets policies and procedures to staff.
- Performs and/or directs the assessment of community needs pertaining to assigned bureau operations; develops program plans and service delivery methods to meet identified needs in an efficient and effective manner; develops and implements goals, objectives, and long-term plans for departmental services and programs within assigned areas of accountability; develops specific proposals to address operational and service delivery issues.
- Directs or assists with the preparation, presentation, and administration of departmental budgets; analyzes fiscal information and recommends cost efficiency options; coordinates with other managers regarding bureaus and/or departmental fiscal issues.
- Designs grant projects, writes grant proposals, and implements and monitors grant projects.
- Assists with the effective development and utilization of technology to improve departmental systems and processes.
- Analyzes and summarizes complex narrative information and statistical data; prepares or supervises the preparation of reports, records, correspondence and presentations for department and/or county management, as well as federal, state, or other external agencies and organizations; makes presentations to groups and individuals, including boards and commissions, on bureau and/or department issues.



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Desirable Qualifications

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, social work, or a closely-related field.

Experience: Five years of managerial experience in a public social service agency organization or program, including two years of responsibility of the accurate and timely development, monitoring and control of an Agency-wide operating budget.

Required Qualifications

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

Application Submittal

The competitive process includes submittal of a completed San Joaquin County Employment application and Supplemental Questionnaire by the final filing date.

Final Filing Date: May 8, 2024

Resumes will not be accepted in lieu of a complete application package.

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



Selection Process

If warranted by the number of candidates, applications may be reviewed by a screening panel. If utilized, the screening panel will select those most qualified to be considered for participation in the selection process.

Final candidates will be interviewed by the Director and/or Assistant Director of the Human Services Agency. Offer of employment will be conditional upon successfully passing a pre-employment background, DOJ Live Scan, and drug screen.

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

Supplemental Questions

1. Describe your experience preparing budgets that demonstrates the depth of your experience. Describe the organization, the size of the budget and your role and responsibility.
2. Describe specific experience you have in planning and managing large scale organizational changes. Please explain your role and project outcomes achieved through your leadership.
3. Describe your experience managing supervisory, administrative, and support staff in a public social services agency. Please include the number of the employees you manage directly as well as ones you manage indirectly through other staff who report to you.

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Compensation and Benefits

Approximate Annual Base Salary:

\$148,588 - \$180,610

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
- 457 Deferred Compensation Plan with 2% contribution from the County
- 12 days sick leave annually with unlimited accumulation.
- 15 days of vacation leave
- 14 paid holidays per year
- 10 paid days of administrative leave

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:



Potential Cashable Compensation

	Step 1	Step 5
Annual Base Salary	\$148,588	\$180,610
2% Deferred Comp Annual	\$2,971	\$3,612
Vacation Cash Out Annual	\$4,571	\$5,556
*Total Potential Compensation	\$156,130	189,778

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