

# San Joaquin County Employment Opportunity

## **Correctional Health Administrator**

### Health Care Services

#### **About the position**

San Joaquin County is seeking an experienced and dedicated Registered Nurse to join the executive leadership team to manage the County Correctional Health Services 24/7 secure detention facilities and coordinate the correctional health services system. The Correctional Health Administrator reports directly to the Director of Health Care Services. This position has the responsibility of ensuring that staff provide mandated health care-medical, psychiatric, dental and pharmaceutical- to inmates and wards of the county's adult and juvenile detention facilities. The Correctional Health Administrator manages and administers programs, functions, budget, and activities of Correctional Health Services in the Health Care Services Agency. Successful candidates will be required to pass and maintain Sheriff's Office Administered security clearance as a condition of employment.

#### **The ideal candidate**

The ideal candidate will possess the ability to make difficult decisions with sound judgment, effective management skills to lead a diverse team that includes subordinate managers and supervisors, and the ability to inspire, motivate and empower staff in their professional development to achieve established goals are desired. Experience should include a proven ability to manage and administer programs, functions, budget and activities in a Corrections medical environment.

The candidate will have the ability to:

- Assists in developing the overall structure, organization, policies, procedures and methods for delivering medical services to inmate patients at San Joaquin County detention facilities.
- In partnership with other agencies, California Department of Public Health (CDPH), and California Board of State and Community Corrections (BSCC), plans, develops, monitors, and evaluates the Correctional Health Services program to provide optimum patient care and safe service delivery in compliance with the overall mission of the HCSA.
- Interviews, hires, trains, evaluates, reviews, and disciplines nursing and support staff; assists in interviewing, hiring, training, evaluating, ensuring certification and licensing requirements for medical, mental health, and pharmacy staff.

#### **About the department**

The Health Care Services Agency provides quality care and services to residents of San Joaquin County. In the course of fulfilling our governmental mandate, we advocate for the comprehensive physical and psychological health needs of the disadvantaged, for good public health and for accessible services for all. We educate health professionals who serve our community and through our service, improve the health in the community as a whole.

Correctional Health Services (CHS) has a budget of \$17.8 million, 79 full time employees, and roughly 40 part time employees. CHS is a mandated function for the county, based on community standards, case law and Title XV regulations. Correctional Health Services provides comprehensive medical, dental, and chemical dependency services to the San Joaquin County's (SJC) adult inmate population at the main jail and honor farm, as well as, provides medical services and staff at the SJC Juvenile Justice Center (JJC).



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1221-EM0270-EX

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

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# 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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## Typical Duties

Responsibilities and duties assigned to this position may expand beyond those identified below.

- Plans, assigns, and schedules the work of assigned staff.
- Evaluates the education and training needs of nursing personnel and directs the development and implementation of in-service programs through subordinate staff.
- Facilitates problem identification and resolution; establishes and monitors quality improvement projects and actively participates in quality related activities.
- Represents the department with agency administration, inter and intra-agency committees or other community groups concerning the development and delivery of correctional health services; maintains liaison between San Joaquin County Sheriff's Office and other local, state, and federal law enforcement agencies.
- Assists in the preparation and administration of the department budget, revenue collection and monitoring; negotiates, prepares, processes monitors, and administers purchase of service contracts and/or grants for incoming funds.
- Researches and analyzes administrative and regulatory requirements to determine their impact on department services and operations; ensures compliance with Title 15 of the California Code of Regulations, BSCC, and CDPH.
- Prepares and/or or directs the preparation of statistical and narrative reports, correspondence, and other information related to department operations, services, and projects.

## Desirable Qualifications

Education: Graduation from an accredited four-year college or university with a major in Public Administration, Business Administration, Hospital Administration, Nursing, Social Work, or closely related field.

Experience: Four years of progressively responsible experience as a Registered Nurse in a correctional health care setting, acute care hospital, mental health facility or public health agency; including one year of management experience at a level equivalent to San Joaquin County's Nursing Department Manager classification.

Licenses and Certificates: Current registration as a nurse in the State of California.

Substitution: A Master's Degree in Nursing, Health Care Administration, Public or Business Administration, or closely related field may substitute for one year of the required non-management experience.



For a complete list of potential responsibilities, please review the job description on our website.

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## Compensation and Benefits

Approximate Annual Base Salary:

**\$139,553- \$169,628\***

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:

- **Cafeteria Plan** (In addition to base salary, the County offers a Cafeteria Plan in the annual amount of \$24,023 which is considered the employer's benefit contribution and may be used to purchase medical, dental, and vision coverage. Depending on a candidate's health plan selection, premiums not paid by the Cafeteria plan allowance will be the employee's responsibility through a pre-tax deduction. Unused monies are paid as additional salary)
- 2% employer contribution to the County's 457 Deferred Compensation Plan
- Vacation cash-out up to 8 days annually
- 1937 Retirement Act plan with reciprocity with CALPERS.
- 125 Flex Spending Benefits Plan
- 12 days sick leave annually with unlimited accumulation.
- 15 days of vacation leave (20 days after 10 years and 23 days after 20 years)
- 14 paid holidays per year

## Potential cashable compensation

\*Annual Salary is pending approval by the Board of Supervisors.

	Step 1	Step 5
Annual Salary*	\$139,989	\$170,158
2% Deferred Comp	\$2,791	\$3,393
Vacation Cash-out 8 days annually	\$4,294	\$5,219
Cafeteria	\$24,023	\$24,023
<b>Total</b>	<b>\$170,415</b>	<b>\$201,964</b>

## Recruitment Incentive

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

- Reimbursement of qualifying moving expenses up to \$5,000.
- 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 employer.

## Application and Selection

If warranted by the number of candidates, applications may be reviewed by a screening panel to determine those selected to participate in an interview. Final candidates will be interviewed by the Director of Health Care Services.

Final appointment will be conditional upon passing a drug screening test and a law enforcement background check conducted by the Sheriff's Office.

Completed application package including the supplemental application must be submitted to the Human Resources Division by the final filing date:

Final Filing Date: **January 10, 2021**

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



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 Civil Service Rules.

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