



# San Joaquin County Employment Opportunity **Assistant Director of Human Resources**

---

## *About the position*

San Joaquin County Human Resources is recruiting for the position of Assistant Director of Human Resources, a senior management level, at-will position. This position is responsible for assisting in the management of major Human Resources areas such as benefits, classification and compensation, employment services, Equal Right Program, Labor Relations, Risk Management and Staff Development. The Assistant Director will support the Director in the development and implementation of the goals, objectives, management strategies, policies and procedures of the Human Resources Division. The incumbent is expected to model a strong work ethic and leadership skills, including accountability to oneself and others.

## *The ideal Candidate*

The next Assistant Director of Human Resources will be a person who embraces innovation. The department is currently working towards enacting a variety of Board strategic initiatives. The incumbent will be a willing and capable leader in these efforts. Strong communication skills are vital in this role. The incumbent should be able to articulate complex human resources laws and procedures to their peers, County Administrator and Board of Supervisors, and speak passionately about the service of human resources. In addition, excellent writing skills are needed in this position, as staff reports should be complete, concise and well-reasoned.

The County seeks a leader who can create, sell and implement a vision of service for human resources. This individual will have a keen desire to see staff flourish and grow. The successful candidate will enjoy the support and help of a committed Director and staff who are supportive of the Assistant Director of Human Resources success.

## *About the department*

A division of the County Administrator's Office, Human Resources provides centralized human resources and labor relations services for all County departments. The services include recruitment, exam development, Equal Rights Program investigations, employee training development programs, administration of County medical, vision, dental, workers' compensation, unemployment, casualty and life insurance program; deferred compensation and flexible spending programs. The division also negotiates labor contracts, processes complaints and grievances, conducts meet-and-confer sessions and joint labor management meetings, advises County departments on disciplinary actions and counseling matters, recommends policy and procedures for employer-employee relations and provides staff support for the Civil Service Commission, EEOA Committee and Deferred Compensation Advisory Committee.

Recruitment Announcement  
0323-EB2600-EX

Equal Opportunity Employer

Human Resources  
44 N. San Joaquin Street  
Third Floor, Suite 330  
Stockton, California 95202  
Phone: (209) 468-3370

**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.



Recruitment Announcement  
0323-EB2600-EX

Equal Opportunity Employer

Human Resources  
44 N. San Joaquin Street  
Third Floor, Suite 330  
Stockton, California 95202  
Phone: (209) 468-3370

## 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. The Lodi Appellation produces some of the finest wines and wine grapes in the world. Over 85 wineries offer opportunities for tasting and special events.

Almonds are the leading commodity, with 87,300 bearing acres. Grapes, milk, walnuts and eggs round out the top commodities, 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.

**SAN JOAQUIN**  
— COUNTY —

*Greatness grows here.*

# Assistant Director of Human Resources

Recruitment Announcement 0323-EB2600-EX

## Typical Duties

An employee in this exempt class may have responsibilities and duties beyond those identified below:

- Assist the Director in the development and implementation of the HR Division's goals, objectives, management strategies, policies, and procedures.
- Manages the delivery of human resources services to all County departments.
- Assist the Director in negotiating and administering terms and conditions of contracts with employee bargaining units and investigate employee grievances, disciplinary actions and other issues.
- Oversees the effective operation of county-wide shared services.
- Works closely with executive leadership and other stakeholders on the development of strategic action plans impacting the overall personnel administration and organizational efficiencies of the County
- Select, train, motivate, and evaluate the work of assigned personnel directly and through subordinate supervisors and managers.
- Manage performance and implement appropriate corrective action.
- Conduct comprehensive evaluations of administrative and regulatory issues related to human resources programs including, investigation, evaluation and analysis of complex issues, and the development and reporting of recommendations.
- Ensure compliance with County and HR Division policies and procedures, collective bargaining agreements and laws and regulations.

## Desirable Qualifications

**Education:** Graduation from an accredited four year college or university with a major in public or business administration, personnel management, the social sciences, or related field.

**Experience:** Six years in public personnel management or related occupational field, including at least one year in a supervisory or management capacity.



## Ideal Characteristics

- Strong leadership with the courage to look at all processes and encourage process improvements;
- Ability to see the "big picture" and look at HR issues that can cause long-term fiscal impacts, taking initiative in finding resolutions;
- Strong sense of innovation and a readiness to take a look at the organization as a whole and find solutions/streamline processes
- Demonstrated capability to forge strong partnerships with other Departments.
- A history of moving Human Resources towards being a collaborative stakeholder when helping department heads reach their missions, values and organizational goals.

Recruitment Announcement  
0323-EB2600-EX

Equal Opportunity Employer

Human Resources  
44 N. San Joaquin Street  
Third Floor, Suite 330  
Stockton, California 95202  
Phone: (209) 468-3370

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

# Assistant Director of Human Resources

Recruitment Announcement 0323-EB2600-EX

## Compensation and Benefits

Approximate Annual Base Salary:

**\$128,190 - \$155,816**

In addition to the base salary, the County offers a comprehensive compensation package that includes:

- Cafeteria Plan *(annual amount which is considered the employer's health benefit contribution and may be used to purchase medical, dental, and vision coverage. Depending on the health plan selected, premiums not paid by the Cafeteria 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 eight 8-hour days annually
- 12 days of sick leave annually *(unlimited accumulation)*
- 15 days of vacation leave (20 days after 10 years and 23 days after 20 years)
- 14 paid holidays per year
- 10 days administrative leave per year
- 1937 Retirement Act plan with CALPERS reciprocity
- 125 Flex Spending Benefits Plan

## Potential cashable compensation

	Step 1	Step 5
Annual Salary	\$128,190	\$155,816
2% Deferred Comp	\$2,563	\$3,116
Vacation Cash-out (8 days annually)	\$3,944	\$4,794
Cafeteria	\$24,023	\$24,023
Total	\$158,720	\$187,749

## Recruitment Incentives\*

- 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 the prior public sector employer.

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

## Application and Selection

The competitive process includes submittal of a completed San Joaquin County Employment application and Supplemental Questionnaire by the final filing date. Resumes will not be accepted in lieu of a complete application package.

If warranted by the number of applicants, 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 processes.

Final candidates will be interviewed by the Director of Human Resources.

Offer of employment will be conditional upon 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 Civil Service Rules

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



Final Filing Date: **March 24, 2023**

Recruitment Announcement  
0323-EB2600-EX

Equal Opportunity Employer

Human Resources  
44 N. San Joaquin Street  
Third Floor, Suite 330  
Stockton, California 95202  
Phone: (209) 468-3370

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