

San Joaquin County Employment Opportunity

Assistant Manager of Admitting

San Joaquin General Hospital

About the position

The Assistant Manager of Admitting assists with planning, organizing, directing, staffing and controlling a wide range of inpatient admitting, outpatient registration, ER registration, and related activities. Additionally, they help coordinate various projects and serve as a resource regarding admitting rules, eligibility guidelines and regulatory requirements. The Assistant Manager of Admitting will act for the Manager of Admitting in their absence.

The ideal Candidate

The ideal candidate is a dynamic , metric-driven leader capable of effectively coordinating daily operational issues .

Additionally, the ideal candidate will possess a wealth of knowledge and management level experience related to Financial Counseling, Medical Terminology , and Insurance Verification.

About the department

Established in 1857, San Joaquin General Hospital is a premiere teaching hospital grounded in the principle that the client is the purpose of our work. We believe all people deserve to be treated with respect, courtesy and responsiveness. Our staff demonstrates the highest standards of personal integrity while working cooperatively to perform services in a competent and timely manner. Every individual contributes to the overall success of the department, thereby creating a positive environment.



Recruitment Announcement
0822-RM0215-01

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.



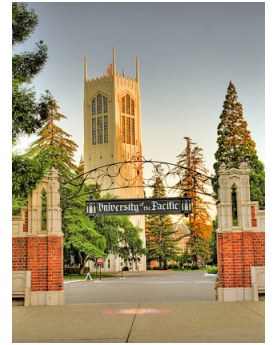
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Education

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

This is a mid-management-level class that has significant responsibility for ensuring the quality of patient admitting and registration processes. They also assist the Manager of Admitting with strategic and project management activities by providing administrative leadership and direction over assigned areas.

- Assists the Admitting Division manager with planning, organizing, directing, staffing and controlling the clerical, technical and administrative work of the Division.
- Provides appropriate guidance and technical expertise to staff performing various inpatient admitting, outpatient registration and related services.
- Develops workload and productivity standards; assures that Admitting Division activities are performed in a manner that meets organizational needs while maintaining positive customer service and patient satisfaction.
- Assists in ensuring adequate and appropriate staffing for a 24 hour/7 day per week operation.
- Assists with hiring new staff; assigns, trains and evaluates subordinate personnel; takes appropriate action on disciplinary matters; verifies and assures staff proficiency.
- Ensures that staff development needs are met and directs staff training and education activities as required; manages personnel and policy-related issues; implements regulatory and process changes.
- Assists in the development and implementation of goals, policies, strategies, and procedures for the effective and efficient management of activities in the Admitting Division.
- Monitors budgets for assigned units; assists with development and preparation of the annual Admitting Division budget.

Minimum Qualifications

Education: Graduation from an accredited four-year college or university with a major in business or public administration, health care management, accounting, social science, health science, or a closely related field.

Experience: Two years of responsible experience performing hospital admitting, clinic registration, social service eligibility, or similar duties in an acute care hospital setting within the last five years, including at least one year in a supervisory capacity. Experience with health care insurance verification processes and third party reimbursement practices is preferred.

Substitution: Additional qualifying supervisory experience within the last seven (7) years may substitute for the education on a year-for-year basis to a maximum of three years.



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Compensation and Benefits

Approximate Annual Base Salary:

\$65,098 - \$79,127

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
- 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)
- 14 paid holidays per year

Potential cashable compensation

	Step 1	Step 5
Annual Salary	\$65,098	\$79,127
1% Deferred Comp	\$650	\$791
Total	\$65,748	\$79,918

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:



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 this QR code with your smartphone's camera.



Final Filing Date: Friday, September 23, 2022

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