

# San Joaquin County Employment Opportunity

## **Deputy Director—Admin** Behavioral Health Services

### **About the department**

Behavioral Health Services (BHS) is a division of San Joaquin County Health Care Services Agency and provides an array of mental health and substance use disorder treatment services, primarily for Medi-Cal beneficiaries in San Joaquin County. The department consists of over 800 employees in the following operational divisions: Administration Mental Health Services; Mental Health Forensic Services; Adult/Older Adult Services, Inpatient and Crisis Services; Children's Services; Substance Abuse Services; Mental Health Pharmacy. The department also operates three residential treatment facilities.



### **About the position**

The current vacancy will provide direction for assigned administrative functions in the department. The Deputy Director of Behavioral Health Services-Administrative will be responsible for providing leadership direction on strategic planning, contract and service compliance, and policy recommendations. This is an at-will position and is exempt from the San Joaquin County Civil Service System. The position reports to the Senior Deputy Director of Behavioral Health Services.

### **The ideal candidate**

The ideal candidate is collaborative, and results-oriented with management experience in the areas of contract development and monitoring, policy research and analysis, community planning, budget development, and social service programs. The candidate will have the ability to:

- Through subordinate managers and supervisors, oversees and directs a multi-disciplinary staff engaged in administrative and support services; monitors staff work activities and responsibilities; directs and administers personnel matters, including employee selection, assignment, and evaluation; directs employee discipline as required; directs and oversees staff development training.
- Directs the establishment of administrative and/or operational policies and procedures; analyzes and interprets existing and proposed federal, state, and local legislation, policies, procedures and other directives to determine impact on assigned operations; consults with management, supervisory, and medical staff as required.
- Provides for community and staff education and training; disseminates information on programs; addresses public and private groups regarding behavioral/mental health services.

Recruitment Announcement  
0122-ES2310-EX

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

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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.



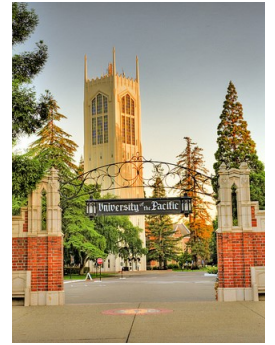
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## Education

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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# Deputy Director—BHS Admin

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## Typical Duties

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

- Plans, develops, manages and coordinates centralized administrative services for BHS such as contract management, annual planning, facilities management, safety, security, development of Requests for Proposals and grant-writing; directs administrative operations to maximize efficiency, improve service levels, reduce costs, and ensure effective utilization of available resources; exercises good judgment and makes sound business decisions in managing assigned activities; provides strategic leadership through communication, demonstration, and accomplishment of the organizational mission, vision, and values.
- Reviews proposals for behavioral/mental health services submitted by community agencies and individuals; may write proposals to obtain state or federal funding; negotiates with contract agencies for services; assists and advises contract agencies in setting up treatment programs with administrative requirements; monitors contract agencies to assure compliance with administrative requirements; recommends remedial actions if necessary.
- Directs the preparation of administrative program plans required by the State of California; assists with the development, review, evaluation and/or auditing of short, mid-range, and annual plans; monitors areas of assignment for compliance with local, state, and federal laws and regulations; attends state and county meetings and trainings.

For a complete list of potential responsibilities, please review the [job description](#) on our website.

- Manages special projects; researches and analyzes information and statistical data; conducts research and surveys; prepares complex correspondence, reports, and other documents; makes oral and written presentations.
- Attends meetings and conferences, including meetings of the Board of Supervisors; provides recommendations on matters germane to areas of assignment; participates on committees and task forces; develops and maintains cooperative and collaborative working relationships with federal, state and county officials, other counties, community groups, and the public, and may represent Behavioral Health Services and/or Health Care Services as assigned; meets and confers with various agents to negotiate effective solutions to difficult problems; coordinates the provision of departmental services as assigned.

## Desirable Qualifications

**Education:** Possession of a master's degree in business or public administration, social work, counseling, nursing, psychology, or closely related field.

**Experience:** Five years of managerial experience in a public health care agency or program, including at least two years managing fiscal, procurement, personnel, quality improvement, facilities, or other administrative services activities.

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



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## Compensation and Benefits

Approximate Annual Base Salary:

**\$99,083 - \$120,436**

- 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
- 10 days administrative leave per year

## Potential cashable compensation

	Step 1	Step 5
Annual Salary	\$99,083	\$120,436
2% Deferred Comp	\$1,981	\$2,408
Vacation Cash-out 8 days annually	\$3,048	\$3,705
Cafeteria	\$24,023	\$24,023
Total	\$128,135	\$150,572

## 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 Behavioral Health Services Director.

Final appointment will be conditional upon passing a drug screening test, DOJ Live Scan fingerprinting, as well as a background investigation.

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

Final Filing Date: **February 18, 2022**

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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