

San Joaquin County Employment Opportunity

Medical Examiner Operations Administrator

About the Position

San Joaquin County is recruiting for a highly experienced Medical Examiner Operations Administrator to lead the operations of the newly created Office of the Medical Examiner. This position will provide management of the day-to-day operations, including administrative, budgetary, legal and investigative functions under direction of the Chief Medical Examiner. Click [here](#) to view the full County job description for this key leadership position.

Ideal Candidate

The ideal candidate will possess working knowledge and experience with death investigations in a medical examiner/coroner setting and will be expected to model a strong work ethic and leadership skills, including accountability to oneself and others while demonstrating the ability to be a collaborative and innovative problem solver. The candidate will possess exceptional communication skills with a proven ability to effectively build and manage teams, utilizing superior interpersonal and analytical skills with a high level of integrity combined with an ethical and fair philosophy.

Candidates must have the ability to leverage the technical expertise of internal and external resources while managing competing demands with well-developed organizational and decision-making skills that demonstrate innovation and fiscal responsibility.

Upcoming Priorities

- * Oversee the transition and staffing of the newly created Office of the Medical Examiner.
- * Participate in the process of finalizing plans for the building of a new morgue.
- * Mentoring of staff by providing guidance and growth opportunities.
- * Hold staff accountable in meeting department mission and goals.
- * Establish and maintain collaborative working relationships with the other County departments, the community and outside stakeholders.

Values of

San Joaquin County Leadership

- *We are committed to service and outcomes*
- *We are fiscally responsible*
- *We are accountable*
- *We treat people with respect*
- *We work as a team*

About the Department

The San Joaquin County Office of the Medical Examiner is a newly created division within the Health Care Services Agency that is now among a select few counties in California that has a Medical Examiner's Office separate from the Sheriff's Department. The Office is tasked with providing independent, objective and timely medical, investigative, administrative and custodial functions to determine the cause and manner of death through careful examination and significant evidence. The department is committed to excellence, professionalism, and integrity as we serve our community. San Joaquin County values excellence, importance of the individual, team concept, ethical conduct, professionalism, importance of community and a safe and healthy environment. It is anticipated for fiscal year 2020/2021, the department will have an operating budget of \$4.7 million and employ 15 full-time and part-time employees.

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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0320-EP5350-EX

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. Almonds are the leading commodity, with 87,300 bearing acres.

Grapes, walnuts, milk and eggs 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.

SAN JOAQUIN
—COUNTY—

Greatness grows here.

Medical Examiner Operations Administrator

Compensation and Benefits

Annual Base Salary: **\$99,028—\$120,369**

In addition to the 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 the health plan selected, 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.

- A 2% employer contribution to the County's 457 Deferred Compensation Plan (valued from \$1,981 to \$2,407 annually)
- Vacation cash-out up to 8 days annually (valued from \$3,047 to \$3,704)

Potential cashable	Step 1	Step 5
Annual Salary	\$99,028	\$120,369
2% Deferred Comp annual	\$1,981	\$2,407
Vacation Cash-out 8 days annually	\$3,047	\$3,704
Annual Cafeteria	\$24,023	\$24,023
Total	\$128,079	\$150,503



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Compensation and Benefits

- 1937 Retirement Act plan — reciprocity with CALPERS
- 125 Flex Benefits Plan
- 12 days 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

For more information, please access the [County's benefits website](#).

Recruitment Incentives*

- Reimbursement of qualifying moving expenses up to \$2,000.
- 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.*

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.

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Minimum Qualifications

REQUIRED

License: Possession of a valid California Driver's License.

Special Requirements: 1) Completion of an approved course of instruction in death investigation, such as California POST Coroner's Death Investigation course or equivalent, is required within one (1) year of appointment. 2) Completion of a POST certified PC 832 course is required within one (1) year of appointment. Failure to meet these requirements may result in a release from employment

DESIRABLE

Education: Possession of a master's degree from an accredited college or university in business administration, public administration, biology, criminal justice, forensic science, or related fields.

Experience: Five years progressively responsible experience in a supervisory, managerial or administrative capacity in a medical examiner/coroner setting; OR five years of public agency fiscal, purchasing, human resources or related management experience.

Certification: Valid certification from American Board of Medicolegal Death Investigation (ABMDI)

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: **March 31, 2020**

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.

Supplemental Questions

In addition to the standard application, responses to the following questions will be required:

- * Provide an overview of your professional management or supervisory work experience in a medical examiner/coroner setting.
- * Describe your budget experience, including the size and complexity of the budget and your level of participation in the preparation and oversight process.
- * Describe your experience working collaboratively with inter- and intra-agencies.
- * Provide an example of a creative and innovative solution or improvement you suggested that is still being used today.

Selection Process

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

Final appointment is made by the Chief Medical Examiner.

Offer of employment will be conditional upon successfully passing a pre-employment background 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.

