

San Joaquin County Employment Opportunity

Staff Development Coordinator

Human Resources

ABOUT THE POSITION

The Human Resources Division is seeking an experienced, innovative, and engaging professional who is passionate about employee learning, organizational and workforce development, wellness, and continuous improvement. The County seeks a Staff Development Coordinator who possesses strong interpersonal, presentation, and program management skills, and who is committed to fostering a culture of growth and engagement across the organization.

Under the direction of the Benefits Manager, the Staff Development Coordinator will lead the design, development, and implementation of countywide training and organizational development initiatives. They will partner with departments to identify learning needs, develop programs that strengthen employee skills and leadership capacity, and support strategic workforce goals. The Staff Development Coordinator also oversees and administers countywide internship, apprenticeship, and wellness programs. The position is responsible for designing curriculum and facilitating training programs and organizational development activities and assessing overall program effectiveness to ensure alignment with County objectives. This position plays a key role in supporting a high-performing workforce and advancing the County's commitment to employee growth, engagement, and service excellence.

THE IDEAL CANDIDATE

The ideal candidate will bring a strong foundation in employee development, teaching, or a related field, with proven success in curriculum creation and training facilitation. The successful candidate will have experience in workforce development initiatives such as internships, apprenticeships, and volunteer programs and will be eager and able to expand and enhance these offerings. They will be highly tech-savvy and adept at leveraging digital tools, learning platforms, and creative marketing strategies to engage audiences and promote participation in development opportunities. An ideal candidate will possess a high level of energy and initiative, is a dynamic communicator and collaborator who can build strong partnerships, champion innovation, and help shape a culture where employees are motivated to learn, grow, and contribute to the County's mission. They will lead the County's wellness initiatives through innovation and collaborative partnerships.

ABOUT THE DEPARTMENT

Human Resources is a division of the County Administrator's Office and provides centralized HR-related advisement to the County's 28 customer departments. With a dedicated team of 63 professionals, Human Resources encompasses a range of specialized units including: Employee Benefits, Staff Development, Employment Services, Risk Management, Labor Relations, EEO, Position Control, Leave Management and Classification & Compensation. Our mission is to partner with all county departments, community organizations, and educational institutions to recruit, develop, and retain employees of the highest quality and competency, and who represent the diverse community we work and live in.



Recruitment Announcement
1125-RB5200-01
Equal Opportunity Employer

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



Growing Public Service for 175 Years

Staff Development Coordinator

Human Resources

An employee in this single position class supports the HR Division by designing, planning and implementing a variety of programs and activities related to countywide training, organizational development, wellness, and workforce development.

Typical duties include:

- Identifies and evaluates County employee and departmental training and staff development opportunities.
- Collaborates with County administrators, managers and employees to survey and assess employee development needs.
- Coordinates the design, development and implementation of County-wide organizational development and training programs.
- Provides recommendations to administrators, managers and supervisors regarding the implementation of their staff development goals.
- Supports, organizes, and develops instructional programs and materials utilizing available technology and multimedia equipment to enhance learning.
- Selects training vendors/contractors and prepares/processes agreements in order to offer needed training programs.
- Develops, instructs, and facilitates courses.
- Develop and direct employee wellness and recognition programs.
- Reviews, prepares, and submits the staff development program budget and assists in budget implementation and funding forecasting.
- Develops and maintains a tracking a reporting system and training related management reports.

Minimum Qualifications

Education: Graduation from an accredited four-year college or university with major course work in business or public administration, political science, psychology, economics, industrial relations, organizational development, personnel management, education, communication, or a closely-related field.

Experience: Three years of full-time professional personnel, administrative/analytical or adult education/training work that included at least one year of experience involving workplace training, employee development, employee wellness, organizational development, or employment-related curriculum management/development.

Substitution: 1) A master's degree in business administration, public administration, political science, psychology, economics, industrial relations, organization development personnel management, education, communication or a closely related field may substitute for one year of the required general personnel, administrative/analytical or adult education experience. **OR** 2) possession of a current certificate as a Certified Professional in Learning and Performance (CPLP) issued by the Association for Talent Development, or an acceptable equivalent certificate of competency, may substitute for the one year of required specialized experience.



SAN JOAQUIN
— COUNTY —

Greatness grows here.

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Human Resources

Compensation and Benefits

Approximate Annual Total Compensation:

\$115,556—\$140,460 *

** Approximate annual salary includes 10% confidential supplement*

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:

- Confidential Unit receives a supplement of 10% on top of base salary (noted above)
- A 1% employer contribution to the County's 457 Deferred Compensation Plan
- Vacation cash-out up to eight (8) 8-hour days annually
- 1937 Retirement Act plan with reciprocity with CALPERS.
- 125 Flex Spending Benefits 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
- 80 hours of Administrative Leave annually

Click to review all [benefits](#).

	Step 1	Step 5
Annual Base Salary	\$105,051	\$127,691
10% Supplement (annual)	\$10,505	\$12,769
1% Employer 457 Contribution (annual)	\$1,050	\$1,276
Vacation Cash Out (64 hours)	\$3,232	\$3,928
Total Potential Annual Comp	\$119,838	\$145,664

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 process which may include a practical exercise. The top-scoring candidates will be referred to the Director of Human Resources for a hiring interview. To apply, submit a completed application and supplemental questionnaire on or before the **final filing date**.

Final Filing Date: November 21, 2025

This Civil Service position is not represented by a union and is exempt from FLSA. Final appointment will be conditional upon passing a Pre-Employment Background and DOJ Live Scan.

To apply, visit our [website](#).

For information on this recruitment, please contact

Nicole Devencenzi at 209-468-9755 or

ndevencenzi@sjgov.org

Recruitment Incentives

- **Vacation Accrual Rate:** San Joaquin County vacation accrual rate consistent with the candidate's total years of public service.
- **Sick Leave:** Candidates leaving other employment may receive credit for actual non-reimbursable sick leave hours (up to 160 hours).
- **Moving Expenses:** Documented costs to a max of \$2,000

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 eight 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. Milk is the leading commodity in the area. Grapes, almonds, cherries, and walnuts round out the top crops, with an abundance of other produce. Grapes make up 81,600 bearing acres, much of which are wine grapes. There are over 85 wineries with over 125 different varieties represented within the Lodi Appellation offering opportunities for tasting and special events.

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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