



**San Joaquin County**  
*is recruiting for:*

## **DEPUTY FINANCE DIRECTOR**

### **San Joaquin General Hospital (SJGH)**



**SJGH**

500 W. Hospital Road  
French Camp, CA 95231  
Phone: 209-468-6918

#### **San Joaquin County**

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

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

**Exempt Recruitment  
Announcement:**

**0219-EH2100-EX amended  
3/8/19**

#### **THE POSITION**

San Joaquin General Hospital is seeking a dynamic and visionary leader with significant financial planning, budgeting, and decision support experience to join the Senior Management team. This key leadership position with the General Accounting Department, which includes Payroll and Accounts Payable, will assist in the management of the financial operations of the hospital. The Deputy Finance Director will generate and distribute financial reports, maintain the Decision Support System (DSS), and develop and maintain the reporting and distribution of cost standards.

Well-qualified candidates will possess a strong foundation and understanding of hospital financial planning, budgeting, decision support experience, and the highest level of dedication to healthcare while serving economically and culturally diverse communities. In addition to possessing a high level of integrity and a philosophy of excellence in providing oversight to financial operations, strategic planning and professional training, candidates should exercise sound judgment in making administrative decisions and resolving problems, have strong communication, presentation, and interpersonal skills, and maintain effective working relationships with committees, hospital employees, County Administration, County Board of Supervisors and the general public.

#### **SAN JOAQUIN GENERAL HOSPITAL**

San Joaquin General Hospital is a 196-bed general acute care facility providing a full range of both inpatient and outpatient services. In addition to providing direct medical services, the hospital is active in providing education for health professionals through post-graduate residency programs in General Surgery, Internal Medicine and Family Practice and has trained over 3,000 physicians since the residency programs were established in 1932. The hospital also participates in clinical affiliation agreements for training programs in a variety of health professions.

San Joaquin General Hospital's friendly staff is committed to creating a warm and personal environment which is sensitive to both a patient's emotional and physical needs. The staff of San Joaquin General Hospital work hard to provide the highest quality health care services to the residents of San Joaquin County. We are proud and confident of our tradition of serving and caring for our patients with courtesy, respect, dignity, enthusiasm and a positive attitude.

*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.*

*San Joaquin County is an Equal Opportunity Employer*



A land of beauty, recreation and natural riches, from the waters of the Delta to the numerous grape vineyards, 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.

### **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.

Housing is plentiful in San Joaquin County and is affordable when compared to other nearby areas.

Make San Joaquin County your new home. 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.



### **AGRICULTURE**

The county is one of the most agriculturally rich regions in California and is the number one producer, statewide, of asparagus. Twenty-four thousand acres of county farmland is dedicated to production of this crop. In recent years, the leading crop in the county has been wine grapes, and wineries and vineyards have sprung up from Stockton to Lodi.



### **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.

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 an 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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# DEPUTY DIRECTOR FINANCE DIRECTOR

## San Joaquin General Hospital

### IDEAL CANDIDATE

An ideal candidate should possess experience with contract modeling, cost accounting, and budgeting with a mainstream Decision Support System (DSS). In addition, candidates should possess experience with hospital budgeting concepts as well as demonstrate high proficiency in the use of Microsoft programs. Strong interpersonal skills, ability to develop and maintain strong working relationships with various external and internal customers is critical in this position.

### TYPICAL DUTIES

The Deputy Finance Director has focused responsibility and accountability with the hospital's budget and decision support needs and is responsible for carrying out the following duties:

- ◆ Provides leadership in financial planning, budgeting, and analyzing new products and ventures of the hospital.
- ◆ In coordination with the CFO, other senior management, and department directors, develops operating and capital budgets.
- ◆ Designs, generates, maintains, and distributes monthly departmental financial reports; develops system of department reporting accountability, including monitoring variances from budget.
- ◆ Maintains DSS. Processes data and ensures data integrity with database; resolves data errors and ensures information is accurately extracted from source systems and loaded into DSS.
- ◆ Responsible for developing, maintaining, and reporting cost standards, flexible budgets and other Decision Support information; works with Administration and department heads to develop and maintain labor and nursing staff in the community.
- ◆ Supervises three direct reports.
- ◆ Reviews and analyzes data and other financial information to support financial studies; recommends operational improvements by service line, department, contract or other categories as requested. Interacts with management at all levels.

### TYPICAL DUTIES, cont.

- ◆ Models contract terms to support net revenue projection and recovery of underpayments through the Revenue Cycle Management department.; supports CFO in contract negotiation through contract modeling, recommending improvements in contract terms.
- ◆ May assist in the development and analysis of contractual allowance computations.
- ◆ Presents findings to management and medical staff.
- ◆ Creates financial models and projections; supports development of operating and capital budgets; works with Finance staff and management to complete the budget; provides ongoing support to department directors; creates five to ten year financial forecasts and other similar projections for hospital and other types of financial ventures.
- ◆ Monitors actual performance against forecasts of departments, hospital, and other business ventures and reports status to CFO.
- ◆ Generates reports to satisfy information needs, including educating oneself on how to obtain and report on information within the DS database; writes custom reports using the standard report writer within the DSS may also write custom reports using generic report writers such as Crystal Report; responsible for distributing timely financial data/reports; requires creativity in generating reports to satisfy information needs.
- ◆ Educates and trains system users.
- ◆ Make recommendations to CFO to enhance operations and resources.
- ◆ Responsible for tracking and monitoring departmental and hospital statistics.
- ◆ Other special projects and duties as assigned by Chief Financial Officer.

*For a listing of detailed job duties, visit the San Joaquin County Human Resources website at*

*[www.sjgov.org/department/hr](http://www.sjgov.org/department/hr)*



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# DEPUTY FINANCE DIRECTOR San Joaquin General Hospital



## COMPENSATION PACKAGE

**Annual Base Salary: \$102,482 - \$124,550**

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.

- ◆ 457 Deferred Compensation Plan with a 2% employer contribution
- ◆ Vacation cash-out up to 8 days annually
- ◆ 1937 Retirement Act Plan with reciprocity with CalPERS
- ◆ 125 Flex 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 fiscal year

**Potential Cashable Compensation:**

|                                     | Step 1           | Step 5           |
|-------------------------------------|------------------|------------------|
| Annual Salary                       | \$102,482        | \$124,550        |
| 2% Deferred Comp                    | \$2,050          | \$2,491          |
| Vacation Cash Out - 8 days annually | \$3,153          | \$3,832          |
| Cafeteria Plan                      | \$24,023         | \$24,023         |
| <b>Total</b>                        | <b>\$131,708</b> | <b>\$154,896</b> |

For more information, please visit the benefits page at [www.sjgov.org/departments/hr/benefits](http://www.sjgov.org/departments/hr/benefits)

## 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 prior employer

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

## DESIRABLE QUALIFICATIONS

**NOTE: Supplemental application must be submitted with the regular completed application.**

**Education:** Graduation from an accredited four year college or university with a major in Business Administration, Accounting, Economics, or closely related field.

**Experience:** Five years of professional hospital accounting, financial planning, decision support, budgets, and demonstrated people skills.

## APPLICATION AND SELECTION

Completed application package including supplemental questions must be submitted to the Human Resources Division by the final filing date: **March 29, 2019**

Apply Online Today: [www.sjgov.org/departments/hr](http://www.sjgov.org/departments/hr)

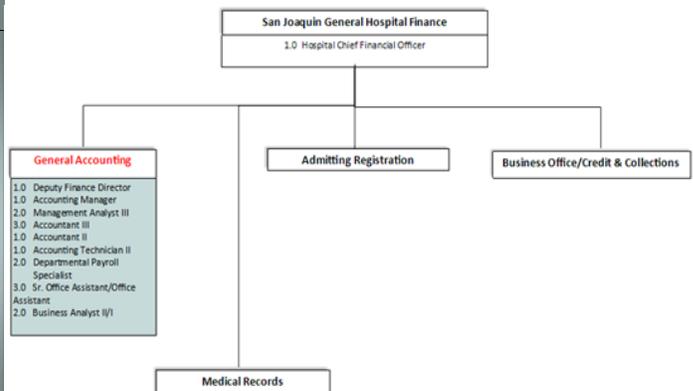
Or, submit your application, supplemental questionnaire and resume to:

San Joaquin County Human Resources  
**Attn: Marie Sneed**  
44 N. San Joaquin Street Suite 330  
Stockton, CA 95202  
Tel: (209) 468-6918  
Fax: (209) 468-6271

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 selection processes.

*Final candidates will be interviewed by San Joaquin General Hospital Administration.*

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# DEPUTY FINANCE DIRECTOR

## San Joaquin General Hospital

### SUPPLEMENTAL QUESTIONNAIRE

Exempt Recruitment Announcement: 0219-EH2100-EX amended 3/8/19

Please submit responses to the following questions along with your employment application to the San Joaquin County Human Resources Division. Please number your responses and address each question separately. Please provide a **detailed description** of your experience including **employer name, position title and dates of employment with each answer**. These questions will be reviewed in evaluating your qualifications.

This position will be responsible for San Joaquin General Hospital's financial planning, budgetary and decision support operational needs. Ideal candidates should have experience in the following areas:

#### **Financial Planning**

1. Please describe your management and financial planning experience in an acute care hospital. Include in your answer: analysis and scope of administrative responsibilities, specific examples of the challenges you faced as a financial planning director and how you supported development of solutions and/or operational strategies to achieve your hospital's financial goals.
2. Describe your experience preparing, monitoring, and generating financial reports; analyzing data; and creating financial models and projections.

#### **Decision Support Systems (DSS)**

3. Please answer the following questions regarding DSS:
  - A) Provide specific examples of Decision Support Systems you have utilized and maintained and what accomplishments you made as an administrator working with such support.
  - B) Describe your most challenging project involving DSS and what you did to solve the problem.
  - C) Provide specific examples of your role in the implementation of a DSS and describe your biggest challenge in the implementation and how you handled it.

#### **Budgetary Development and Maintenance**

4. Please describe your experience in planning, coordinating, and developing the operating and capital budget process. Please be specific on what role you played in the budgetary process and scope of responsibilities including any financial challenges in reducing costs to achieve the "bottom line" target.
5. Describe your involvement in monitoring department variances and how you assisted department managers in complying with budget goals.

#### **Presentation and Networking Experience**

6. Please describe your networking and public speaking experience when working with Hospital Boards, Committees, and/or the community. Include descriptions of presentations you have conducted as they pertain to financial healthcare administration.

#### **Management and Supervisory Experience**

7. Describe your management experience including your experience supervising and mentoring staff.