



San Joaquin County Public Health Services Employment Opportunity

PROGRAM MANAGER-PUBLIC HEALTH NURSING

SAN JOAQUIN
COUNTY
Greatness grows here.

San Joaquin County
Human Resources Division
44 N San Joaquin St
3rd Floor, Suite 330
Stockton, CA 95202
☎ 209-468-3370

www.sjgov.org/departments/hr

Recruitment Announcement
1117-RH1820-01

SAN JOAQUIN COUNTY
Public Health Services
Healthy Future

MISSION

Protect, promote and improve health and well-being for all who live, work, and play in San Joaquin County.

www.sjcphs.org

THE POSITION

The Public Health Services Department is seeking a dynamic individual with excellent leadership and management abilities to join the staff as a Program Manager-Public Health Nursing. This position will be responsible for the general oversight of daily operations for the Tuberculosis Control and Communicable Disease programs. This position reports directly to the Senior Deputy Director of Public Health Services over programs, and will direct the work of Supervising Public Health Nurses assigned to the TBCD unit.

The Program Manager –Public Health Nursing will represent the department in community collaboratives and serve as a member of the Public Health Nursing Leadership and Public Health Services Management teams. In addition, the Program Manager-Public Health Services will manage, procure, and administer state and other TB grants, and monitor quality assurance of services.

THE PROGRAMS

The **Tuberculosis Control (TB)** program provides surveillance/reporting of disease, TB case management services, contact identification, assessment, referral and monitoring, consultation for health care providers, hospital infection control practitioners and school nurses, outbreak control activities, and community education.

The **Communicable Disease Control (CD)** program provides surveillance and case investigation of all reportable communicable diseases, outbreak management, contact identification, patient and community education, and consultation to physicians, infection control practitioners, schools, and day care programs.

THE DEPARTMENT

San Joaquin County Public Health Services is located in Stockton, CA and is a division of the Health Care Services Agency. Public Health Services offers innovative, quality health services to the residents of San Joaquin County. The staff of over 200 professionals serve a diverse community with a population of over 700,000 with respect by acknowledging and supporting diversity, and have a strong tradition of community partnership and leadership in health promotion.



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TYPICAL DUTIES

- Serves as the primary resource nurse for staff on health problems, nursing practices, patient care issues, nursing assignments, and case management; plans and implements in-service training for nursing and other staff; ensures and is legally responsible for appropriate documentation and maintenance of nursing records, confidentiality of records and client information, and request for records (subpoenas or otherwise)
- Develops, implements, maintains program budget(s); prepares or participates in the preparation of grant proposals; manages reimbursement monies, as appropriate; reconciles assigned budgets as appropriate
- Supervises and participates in the development of health education material for the community; participates in or assigns participation in health fairs and community events designed to educate the community about program services; may make presentations related to programs and other public health topics; ensures appropriate and timely service to the public
- As assigned, attends, participates, and represents and serves as a resource for Public Health Services at State, regional and community conferences, meetings, functions, planning groups, collaboratives, and coalitions; reports content and outcome to administrative and other staff as appropriate

A full list of job duties is available on our website:

www.sjgov.org/departments/hr

MINIMUM QUALIFICATIONS

EDUCATION: A bachelor's degree from an accredited college or university with a major in Nursing

EXPERIENCE: Three (3) years of progressively responsible professional nursing experience working with multiple programs in a public health setting, including one year of supervisory experience.

Substitution: Possession of a master's degree in Nursing, Public Health, or closely related field may be substituted for one year of the required non-supervisory experience.

LICENSE and CERTIFICATE: Possession of a valid registration as a Public Health Nurse in the State of California, and possession of a valid California driver's license .

COMPENSATION and BENEFITS

Approximate Annual Salary*

\$112,064—\$136,207

(Approximate Monthly Salary: \$9339-\$11,351)

***Salary includes supplemental pay**

In addition to the base salary, San Joaquin County offers an excellent benefit package, which includes contributions to health, dental, and vision insurance. Other benefits offered by the County include:

- ◆ 1937 Retirement Act Plan with membership in with membership in the San Joaquin County Employees Retirement System (SJCERA) and reciprocity with CalPERS
- ◆ 457 Deferred Compensation Plan with a 1% employer contribution
- ◆ 125 Flex Benefits Plan
- ◆ 12 days of sick leave per year with unlimited accumulation
- ◆ 10 days of vacation leave (15 days after 3 years, 20 days after 10 years, and 23 days after 20 years)
- ◆ 10 paid holidays per year
- ◆ 10 days administrative leave per year

For more information, please visit the benefits page of the County's Human Resources website at:

www.sjgov.org/departments/hr/benefits

Note: County employees who currently receive a cafeteria plan allowance and subsequently transfer, demote, or promote into the Middle Management represented unit, shall receive the capped contribution amount of the Middle Management unit.





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APPLICATION and SELECTION PROCESS

The competitive process includes submittal of a completed San Joaquin County Employment Application and supplemental questionnaire. If a formal exam is administered, qualified applicants will be invited to participate in an oral examination which may include a practical exercise. Those who pass the exam will be placed on the eligible list, and the top scoring candidates will be referred to the department for a hiring interview. To apply, a completed application and supplemental questionnaire must be postmarked or received online by the filing date. Resumes are not accepted in lieu of an application package.

Final Filing Date: December 15, 2017

www.sjgov.org/department/hr

**San Joaquin County Human Resources
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SUPPLEMENTAL QUESTIONNAIRE

Please submit responses to the following questions along with your employment application to the San Joaquin County Human Resources Division.

1. Do you possess a bachelor's degree from an accredited college or university with a major in Nursing?

Yes No

If you answered Yes, please be sure your education and degree information is clearly identified in the education section of your employment application.

2. Do you possess a valid registration as a Public Health Nurse in the state of California?

Yes No

If you answered Yes, please provide your Public Health Nurse license number and expiration date.

3. This position requires a valid California driver license. Do you possess a valid California driver license?

Yes No

If you answered Yes, please provide your license number and expiration date.

4. Do you have three (3) years of full-time paid progressively responsible professional nursing experience working with multiple programs in a public health setting, including one year of supervisory experience?

Yes No

If you answered Yes, please describe your qualifying experience and include the following information:

- Name of employer
- Dates of employment
- Number of hours worked per week
- Job Title
- Specific job duties performed, including supervisory duties
- For supervisory experience, indicate the number of staff your supervised and include their job titles

Note: Possession of a master's degree in Nursing, Public Health, or closely related field may be substituted for one year of the required non-supervisory experience. If qualifying under this substitution pattern, please be sure your education and degree information is clearly identified in the education section of your employment application.



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.

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 and is the number one producer, statewide, of asparagus. Twenty-four thousand acres of county farmland are 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.



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.

