

The seal of San Joaquin County, California, is a circular emblem. It features a central figure of a woman holding a scale of justice, with a plow and a sheaf of wheat on either side. The words "SAN JOAQUIN COUNTY" are written around the top inner edge, and "CALIFORNIA" is at the bottom. A star is positioned above the central figure.

San Joaquin County Employment Opportunity

EEO Program Manager Human Resources

About the position

The Human Resources Division is recruiting for an experienced and proven human resources professional to manage the County's Equal Employment Opportunity (EEO) Office. This key leadership position will be responsible for managing the County's EEO programs and activities to support employee and client non-discrimination practices. This position will also serve as the administrative staff support and advisor to the County EEO Advisory Committee.

The ideal Candidate

The Ideal candidates will possess exceptional management and leadership skills and have a strong foundation and understanding of state and federal EEO laws. The candidate will also possess excellent interpersonal and communication skills, be able to work collaboratively with individuals from various cultural backgrounds and at all levels of the organization, be a consensus builder, have extensive experience conducting EEO investigations and developing long-term EEO plans, be a strategic thinker, and have successfully developed and provided training programs on EEO laws and workplace diversity.

About the department

Human Resources is a division of the County Administrator's Office and provides centralized human resources and labor relations services for all County departments. The services include recruitment, exam development, EEO investigations, employee training development programs, administration of County health, dental, workers' compensation, unemployment, casualty, and life insurance programs; deferred compensation, and flexible spending programs. The division also negotiates labor contracts; processes complaints and grievances; conducts meet-and-confer sessions and joint labor management meetings; advises County departments on disciplinary actions and counseling matters; recommends policy and procedures for employer-employee relations; and provides staff support for the Board of supervisors appointed Equal Employment Opportunity Advisory Committee EEOAC.

The EEO unit exhibits competence, respect, and integrity in managing its responsibilities when interfacing with employees, regulatory agents and other third parties. The EEO Office serves as an unbiased, neutral party in the County Civil Service Rule 20— Discrimination Prohibited internal complaint process.

Recruitment Announcement
0121-RM0251-01

Equal Opportunity Employer

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

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EEO Program Manager

TYPICAL DUTIES (*Full details in duty description)

- Responsible for administration and management of County's Equal Employment Opportunity Program; support employee and client non-discrimination practices; develops, recommends & implements EEO policies, plans, training programs; assure County compliance with applicable local, state and federal laws.
- Receives, investigates and supervises investigations regarding complaints of discrimination/ harassment; writes detailed and comprehensive investigation reports and maintains appropriate records.
- Communicates with employees, unions, management, legal representatives, contract investigators, and external agencies as needed during the investigative process; renders decisions on complaints and appeals as required; assures confidentiality of witnesses and participants; may provide testimony or expert witness in a hearing.
- Provides guidance, information, advice and training to County managers and administrators to facilitate achievement of their EEO goals and obligations; conducts workshops, seminars and training sessions for County employees; trains or supervises training of Departmental EEO coordinators.
- Collaborates with other Human Resources units, County departments, County Counsel, and others as required regarding EEO related matters.
- Provides staff support and serves as liaison to the Board of Supervisors' EEO Advisory Committee; schedules speakers for meetings and events; develops Committee agendas; provide staff support to committee projects.
- Interprets equal employment opportunity requirements of state and federal agencies, analyzes their impact on County operations, and makes recommendations as appropriate
- Develops, prepares and presents the bi-annual County EEO Plan and other required reports for adoption by the County Board of Supervisors.
- Researches and compiles various legal, statistical, demographic, or administrative data; analyzes data and identifies trends; summarizes data and prepares reports; prepares required state/federal EEO reports.

Minimum Qualifications

Education: Graduation from an accredited four-year college or university with a major in one of the social or behavioral sciences, humanities, business or public administration, or a closely related field.

Experience: Five years of increasingly responsible administrative, managerial, or analytical experience administering equal employment opportunity programs and compliance training, including at least three years of substantial responsibility conducting discrimination/harassment investigations and/or Reasonable Accommodation compliance investigations. Supervisory experience is preferred.

Substitution #1: Additional qualifying experience may be substituted for the required education on a year-for-year basis to a maximum of two years.

Substitution #2: A master's degree in one of the social or behavioral sciences, humanities, business or public administration, or a closely related field may substitute for one year of the general administrative, managerial or analytical experience.

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

EEO Program Manager

Compensation and Benefits

Approximate Annual Base Salary:

\$92,522-\$112,462

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:

- Members of the Confidential unit shall receive a supplement of 10% of base salary
- A 1% employer contribution to the County's 457 Deferred Compensation
- Vacation cash-out up to 8 days annually
- 1937 Act retirement plan with reciprocity with CalPERS
- 10 days of vacation leave a year (15 days after 3 years, 20 days after 10 years, 23 days after 20 years)
- 12 days of sick leave annually with unlimited accumulation
- 14 paid holidays per year
- 10 days of administrative leave annually
- 125 Flex Benefits Plan

* This civil service position is exempt from FLSA and is unrepresented.

	Step 1	Step 5
Annual Base Salary	\$92,522	\$112,462
10% Supplement (annual)	\$9,252	\$11,246
1% Employer 457 Contribution (annual)	\$925	\$1,124
Vacation Cash Out (annual)	\$2,847	\$3,460
Total Potential Annual Compensation	\$105,546	\$128,292

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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.

For additional information regarding the wellness program, please click to visit the SJC Engage website:



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

To apply, visit our [webpage](#) or scan this QR code with your smartphone's camera.



Final Filing Date: February 12, 2021

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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.

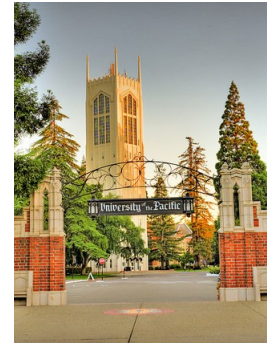


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Education

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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EEO Program Manager

Supplemental Questionnaire

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 and limit one page per question. When answering the questions below related to your experience, please provide a detailed description that includes **the name of your employer, your dates of employment, and your job title.**

1. Describe your professional work experience directly related to the administration or management of Equal Employment Opportunity (EEO) Programs. Include in your response details about (a) the mission and role of the EEO programs; (b) the types of services provided in the EEO programs; (c) information collected and analyzed to support and maintain an anti-discrimination workplace; and (d) any significant new programs and changes you successfully implemented (or was a key contributor to the implementation).
2. Describe your experience advising managers and supervisors regarding Equal Rights matters and applicable employment laws. (Include years of experience)
3. Describe your experience conducting workplace discrimination and harassment investigations. Include the types of investigations you conducted, your role in writing the investigation report/findings, and years of experience in this area.
4. Describe your experience responding to workplace complaints/grievances and your role in appeal proceedings or litigation matters. Include a list of workplace policies, regulations or subject matters you responded to.
5. Describe your experience developing and conducting EEO related trainings, include the specific training topics and training curriculum you developed.
6. Describe your experience developing and/or making recommendations regarding EEO related policies, procedures, and EEO Plans, including your specific role and responsibilities and any formal presentations you conducted for executive management and/or governing boards/commissions.

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