

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 perimeter, and "1850" is at the bottom. The seal is rendered in a light green color.

San Joaquin County Employment Opportunity **Enterprise Resource Planning Analyst**

(Management Analyst III-Confidential)

County Administrator's Office

ABOUT THE POSITION

The County Administrator's Office is recruiting for the position of Enterprise Resource Planning (ERP) Analyst. This position will perform a variety of professional level duties in the design, development, implementation, and maintenance of the County's new budget system and will act as a liaison between technical support staff, vendors, and end users. Assignments are carried out with independence and are reviewed by the Chief Deputy County Administrator. The position will have regular interaction with internal and external stakeholders and will also assist the ERP team on Countywide efforts related to its implementation of new financial and human capital management systems.

THE DEPARTMENT

The County Administrator assists the Board of Supervisors to develop long-range policies to serve the County's 807,000 residents. Policies are then implemented through various County departments. The County Administrator's Office works with department heads to ensure all County operations run efficiently and effectively. County departments reporting directly to the County Administrator include: General Services (which includes Capital Projects, Facilities Management, and Parks and Recreation), Human Resources, Information Systems, Purchasing and Support Services, and Registrar of Voters.

THE IDEAL CANDIDATE

The ERP Analyst will play an important role in the implementation and management of both the organization's new budget system and new ERP system, and must be a collaborative and innovative problem solver. This person must be able to build and maintain positive working relationships with coworkers, managers, and internal customers. The ideal candidate will possess strong financial, budget, and analytical experience, as well as experience with budget systems in other counties or cities. Although this position will be part of the new budget system and ERP implementation projects, the ideal candidate should have more of a business or functional background; deep computer technical skills are not required.

Recruitment Announcement
0423-RM0228-01

Equal Opportunity Employer

Human Resources
44 N. San Joaquin Street
Third Floor, Suite 330
Stockton, California 95202

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Enterprise Resource Planning Analyst

Major Responsibilities Include

- ◆ Define and document County business requirements through discussions with executive management and end users.
- ◆ Create, document, and maintain County business processes and troubleshoot budget system issues in collaboration with County Information Systems support.
- ◆ Assist and/or coordinate the development of test scenarios, scripts, and acceptance of criteria for the changes to the budget system.
- ◆ Design user interfaces for submitting data.
- ◆ Recommend and assist in the implementation of goals and objectives for the budget system and establish schedules and methods for achieving work objectives.
- ◆ Monitor and evaluate operations and activities of the budget system and recommend improvements and/or modifications.
- ◆ Consult and coordinate with Information Systems team and/or vendors to resolve application/system problems.
- ◆ Enter, maintain, and audit data in the system.
- ◆ Automate budget system processes by evaluating and maximizing the configurable functionality within the budget system.
- ◆ Assist the ERP implementation team by analyzing and interpreting ERP system and functional information to end users, and other tasks where time permits.



Minimum Qualifications

Education: Graduation from an accredited four year college or university with a bachelor's degree in public or business administration, accounting, economics, or closely related field.

Experience: Three (3) years of responsible managerial, fiscal, personnel, or governmental administrative and/or analytical work, one (1) year of which must have been at a level equivalent to Management Analyst II in San Joaquin County. *Experience maintaining or implementing a budget system or an ERP system is highly desirable.*

Substitution: A Master's degree in public or business administration, economics, or a closely related field from an accredited college or university may be substituted for one year of experience.

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: **May 10, 2023**

Note: Final appointment will be conditional upon passing a pre-employment background investigation, a DOJ Live Scan, and pre-employment drug screening.



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Compensation and Benefits

Approximate Annual Base Salary:

\$94,800- \$115,230

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 receive a supplement of 10% of base salary
- A 1% employer contribution to the County's 457 Deferred Compensation Plan
- Vacation cash-out up to eight (8) 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)
- 10 days of administrative leave annual fiscal year
- 14 paid holidays per year

Cashable Compensation	Step 1	Step 5
Annual Base Salary	\$94,800	\$115,230
10% Supplement (annual)	\$9,480	\$11,523
1% Employer 457 Contribution	\$948	\$1,152
Vacation Cash Out (annual)	\$2,917	\$3,546
Total Potential Compensation	\$108,145	\$131,451

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.

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

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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. Almonds are the leading commodity with over 104,000 bearing acres. Milk, grapes, walnuts, and cherries round out the top crops, with an abundance of other produce. Grapes make up 91,000 bearing acres, much of which are wine grapes. There are over 85 wineries within the Lodi Appellation offer 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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