

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 sheaf of wheat and a bundle of grapes. The words "SAN JOAQUIN COUNTY" are written around the top inner edge, and "CALIFORNIA" is at the bottom. The seal is rendered in a light green color.

San Joaquin County Employment Opportunity **Management Analyst III-Distribution Services** San Joaquin General Hospital

About the position

The Management Analyst (MA) III position within San Joaquin General Hospital Distribution Services is a mid-management role responsible for managing financial and administrative support activities. With expertise in administrative, financial, and policy matters, the MA III provides valuable guidance and support to all functional units within the department. Overseeing aspects of departmental budget and labor costing, this role ensures effective resource allocation and strategic planning. They will coordinate system upgrades and business process improvements enhancing operational efficiency and contribute to the hospital's success.

The ideal Candidate

The ideal candidate for the Management Analyst III position is a highly qualified professional with a strong background in financial analysis, administrative activities, and HR operations. Their exceptional analytical skills, effective communication, and strategic thinking make them adept at providing valuable insights and implementing innovative solutions. Their ability to research and analyze laws, policies, and regulations enables them to prepare insightful reports and offer well-founded recommendations. With a proven track record in managing financial and administrative functions, they are well-equipped to support all functional units within the department and contribute to its overall success.

About the department

San Joaquin County Hospital is dedicated to a philosophy of excellence in providing health services, education and professional training in an integrated system that values quality in life, family interaction, and respect for both clients and employees. The Agency is committed to the delivery of community-oriented, culturally sensitive, and affordable health care throughout San Joaquin County.

Recruitment Announcement
0724-RM0226-D2

Equal Opportunity Employer

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

SAN JOAQUIN
— COUNTY —
Greatness grows here.

Management Analyst III-Distribution Services

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Definition

Under general supervision, performs difficult administrative, research, financial, and other work relative to the operations of various County departments; and does related or other work as required in accordance with Rule 3, Section 3 of the Civil Service Rules.

Class Characteristics

This is the advanced journey level class in the Management Analyst series. An employee in this class functions independently in a variety of assignments designed to assist County management staff in the administration of one or more County departments.

Typical Duties

- Performs detailed studies of policies, procedures, organization, operations, services, finances and related matters.
- Advises and assists department heads and others in fiscal, organizational and procedural matters.
- Participates in the preparation, review, and administration of departmental budgets.
- Assists in preparation of capital improvement program.
- Researches and analyzes laws, policies, and other regulatory requirements and changes; develops policy statements for management approval.
- Confers with representatives of other agencies or departments; coordinates projects; serves as liaison between departments.
- Prepares reports of studies and recommendations; prepares and answers correspondence and questionnaires.
- May supervise others as assigned.

Minimum Qualifications

Education: Graduation from an accredited four year college or university with a major in public or business administration, economics, social or behavioral science, or a closely related field.

Experience: Three years of responsible managerial, fiscal, personnel or governmental administrative and/or analytical work, one year of which must have been at a level equivalent to Management Analyst II in San Joaquin County service.

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.



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Compensation and Benefits

Approximate Annual Base Salary:

\$104,523 - \$127,049

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:

- 1937 Retirement Act plan with reciprocity with CALPERS
- 125 Flex Spending Benefits Plan
- 457 Deferred Compensation Plan - including 1% employer contribution
- 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
- 10 days of administrative leave per fiscal year



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. Submit a completed application and supplemental questionnaire on or before the final filing date.

To apply, visit the recruitment announcement [page](#) or scan this QR code with your smartphone's camera.



Final Filing Date: **07/29/2024**

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