

San Joaquin County Employment Opportunity

Sheriffs Administrative Analyst

Sheriff's Office

About the Position

San Joaquin County Sheriff's Office is seeking an experienced professional to join their leadership team. This position has broad responsibility for administrative, financial, budgetary and policy activities for the Sheriff's Office, along with coordinating complex funding sources, grants and reports. This key position is responsible for ensuring the resources provided are efficiently and effectively utilized in meeting the service mandates of the Sheriff's Office. The incumbent will be expected to model a strong work ethic and leadership skills, including accountability for oneself and others while supervising the fiscal unit of the Sheriff's Office. Assignments are carried out with independence and reviewed by the Administrative Services Director.

The Ideal Candidate

The ideal candidate will have extensive knowledge and experience in the administration and management of government fiscal activities. This individual would possess strong financial, budget and administrative analysis experience with a strong global management perspective. Candidates must possess excellent oral and written communications skills, which will be used to present complex financial information and reports to Department Management.

About the Department

The San Joaquin County Sheriff's Department consists of 878 total positions, with a budget of approximately \$198M, serving San Joaquin County including one contract city, the City of Lathrop and one community service district, Mountain House. All divisions including Administration, Patrol Operations and the Jail, are located in French Camp. For more information about the San Joaquin County Sheriff's Office please visit their website at: www.sjsheriff.org

Mission Statement

The San Joaquin County Sheriff's Office is dedicated to delivering quality service through the creation of partnerships with the people we serve. All members of this department will carry out their duties and responsibilities to such a manner as to afford dignity, respect and compassion to every individual with whom they come in contact. With community partnerships as our foundation, we are driven by goals to enhance the quality of life, investigating problems as well as incidents, seeking solutions, and fostering a sense of security in communities and individuals. We nurture public trust by holding ourselves to the highest standards of performance and ethics.

Recruitment Announcement
1121-RB6401-01

Equal Opportunity Employer

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

SAN JOAQUIN
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Greatness grows here.

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.



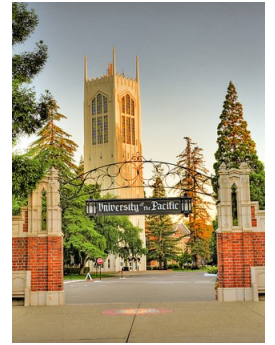
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Education

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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Typical Duties

This is the advanced journey level class that independently performs difficult management, administrative, financial, analytical assignments to support the San Joaquin County Sheriff's Office.

- Performs detailed complex studies of policies, procedures, organization, personnel operations, services, systems, finances, budget issues and related matters.
- Analyzes administrative and operational processes and establishes automated and manual systems and procedures to insure proper management.
- Participates in the analysis, preparation, review and administration of Sheriff's Office budgets.
- Assists Sheriff's management and others on fiscal, organizational, procedural, system and related problems; prepares policies and procedure statements; reviews and analyzes legislation and prepares position statements and digests.
- Monitors and analyzes inmate population characteristics and demographics; recommends administrative and operational changes to address changing needs.
- Prepares detailed analyses and reports.
- May supervise assigned staff.

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



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Compensation and Benefits

Approximate Annual Base Salary:

\$97,148—\$118,084

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
- A 1% employer contribution to the County's 457 Deferred Compensation 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 administrative leave per year
- 14 paid holidays per year

Potential cashable compensation

	Step 1	Step 5
Annual Salary	\$97,148	\$118,084
1% Deferred Comp	\$971	\$1,181
Total	\$98,119	\$119,265

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. New hires into the Middle Management unit after January 16, 2012 are not eligible for Cafeteria Plan Benefits.

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](#).

Final Filing Date: December 3, 2021

Note: Potential new hires into this classification are required to successfully pass a pre-employment drug screen and background investigation as a condition of employment. The County pays for the initial drug screen.

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