

The seal of San Joaquin County, California, is a circular emblem. It features a central shield with various symbols: a plow, a sheaf of wheat, a scale of justice, and a ship. Above the shield is an eagle with wings spread. The words "SAN JOAQUIN COUNTY" are written around the top inner edge of the seal, and "CALIFORNIA" is written around the bottom inner edge.

San Joaquin County Employment Opportunity

EEDD Division Manager

Employment & Economic Development Department

About the position

San Joaquin County is recruiting for an experienced manager to perform complex administrative work in the management of a new division of EEDD. As the development of the WIOA Youth program within the new division is key to the success of the program, the EEDD Division Manager will direct the activities and supervise the administrative and technical staff that performs program management in administrative and/or operations of the program.

The Division

The Workforce Innovation and Opportunity Act (WIOA) of 2014 enacted a comprehensive youth employment program for serving eligible youth, ages 14-24, who face multiple barriers to education, training, and employment. The WIOA Youth Program focuses primarily on out-of-school youth (OSY), requiring local areas to expend a minimum of 75% of WIOA youth funds on OSY. The program includes 14 program elements that are required to be made available to youth participants.

About the department

EEDD consists of:

The 2023-24 department budget totals approximately \$25 million with 77 allocated positions.

The Employment and Economic Development Department (EEDD) provides employment training, education, and economic development services throughout the County. It has 5 centers throughout SJC. It serves as staff to the Workforce Development Board, San Joaquin County Economic Development Association, and the Revolving Loan Fund. Employment and training services for the California Work Opportunity and Responsibility to Kids Act (CalWORKs) Program are also provided under a cooperative agreement with the Human Services Agency.

Recruitment Announcement
0224-RM1171-01

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.

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.



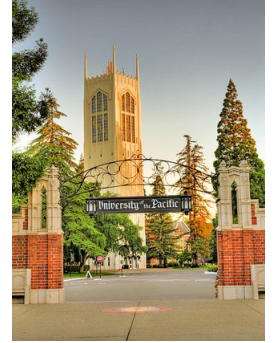
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Education

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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EEDD DIVISION MANAGER

Typical Duties

- Plans, organizes, directs, and evaluates the work of staff; prioritizes and assigns work; analyzes staffing, workflow and procedures and adjusts as needed to maximize resource utilizations; analyzes and interprets new policies and procedures to staff.
- Prepares strategic and operational plans, grant applications, annual plans and budgets; negotiates and monitors contracts; prepares policy statements and procedures relevant to assigned area.
- Directs program appraisal activities to identify need for revision or development of program elements; analyzes program; conducts staff meetings, coordinates suggestions made by staff for revision or development of program activities; monitors progress and analyzes programs; develops procedures to increase program effectiveness.
- Meets with department managers or other parties regarding program policies and procedures; participates in various committees to determine department or programmatic needs; develops forms and training to meet needs.
- Maintains liaison with local and state agencies; may serve as primary liaison with local, state or other agencies for a specified program; may make presentations to various groups regarding programs; responds to or directs inquires to the appropriate agency or division; may address public and private groups relative to programs; may participate in conferences or seminars.

Typical Duties Continued...

- Prepares reports and correspondence for a variety of purposes; may prepare various statistical data, as required; monitors programs to ensure accountability to external agencies and/or funding sources.
- May prepare marketing materials and various community outreach activities to promote programs, as assigned.

Minimum Qualifications

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

Experience: Three years performing responsible technical, administrative or management work in an employment and training, workforce development, economic development, or related program, including one year in a supervisory position.

Substitution: Additional qualifying experience may be substituted for the required education on a year-for-year basis.

AND

License: Possession of a valid California driver's license if required by the nature of the position.

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EEDD DIVISION MANAGER

Compensation and Benefits

Approximate Annual Base Salary:

\$92,478.23- \$112,407.87

***4% increase effective Jul 2024**

3% increase effective Jul 2025

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:

- ◆ A 1% employer contribution to the County's 457 Deferred Compensation Plan
- ◆ 1937 Retirement Act - reciprocity with CALPERS
- ◆ 125 Flex Spending Benefits Plan
- ◆ 12 days sick leave annually - 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



New Hire Incentives:

Vacation Accrual Rate: The San Joaquin County vacation accrual rate consistent with the candidate's total years of public service.

Sick Leave: If the candidate is leaving other employment to accept the San Joaquin County position, credit of the candidate's actual un-reimbursable sick leave hours from the candidate's last agency will be a maximum of 160 hours.

Retention Bonus':

\$2,000 upon completion of first year of employment (2080 hours)

\$1,000 upon completion of third year of employment (6240 hours)

\$3,000 upon completion of sixth year of employment (12480 hours)

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: 02/26/2024



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