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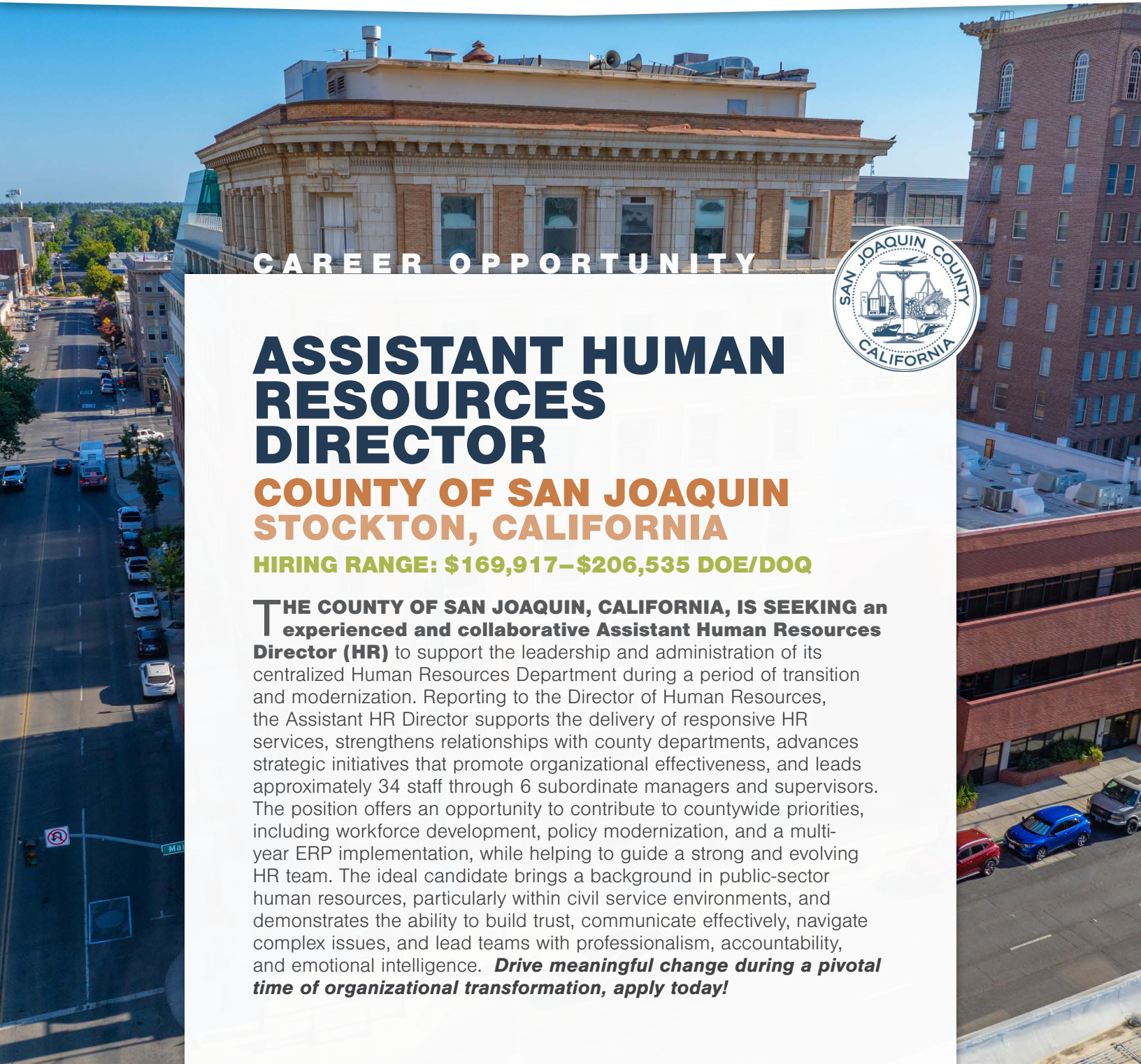

CAREER OPPORTUNITY

ASSISTANT HUMAN RESOURCES DIRECTOR

COUNTY OF SAN JOAQUIN
STOCKTON, CALIFORNIA

HIRING RANGE: $169,917–$206,535 DOE/DOQ

THE COUNTY OF SAN JOAQUIN, CALIFORNIA, IS SEEKING an experienced and collaborative Assistant Human Resources Director (HR) to support the leadership and administration of its centralized Human Resources Department during a period of transition and modernization. Reporting to the Director of Human Resources, the Assistant HR Director supports the delivery of responsive HR services, strengthens relationships with county departments, advances strategic initiatives that promote organizational effectiveness, and leads approximately 34 staff through 6 subordinate managers and supervisors. The position offers an opportunity to contribute to countywide priorities, including workforce development, policy modernization, and a multi-year ERP implementation, while helping to guide a strong and evolving HR team. The ideal candidate brings a background in public-sector human resources, particularly within civil service environments, and demonstrates the ability to build trust, communicate effectively, navigate complex issues, and lead teams with professionalism, accountability, and emotional intelligence. ***Drive meaningful change during a pivotal time of organizational transformation, apply today!***

SAN JOAQUIN COUNTY
CALIFORNIA

THE COMMUNITY

SAN JOAQUIN COUNTY IS LOCATED IN CENTRAL CALIFORNIA, east of the San Francisco Bay Area, and is known for its strong agricultural roots and diverse, close-knit communities. Home to roughly 787,000 residents across approximately 1,392 square miles, the region blends vibrant cities such as Stockton and Lodi with growing residential areas and a more relaxed pace of living. San Joaquin County offers exceptional access to recreation and culture, from boating and outdoor activities along the Sacramento–San Joaquin River Delta to family-friendly attractions, and a thriving arts scene that includes the Stockton Symphony, the Bob Hope Theatre, the Grand Theatre, and the Stockton Civic Theatre. Its central location places residents within convenient reach of the San Francisco Bay Area, Sacramento, Lake Tahoe, Yosemite National Park, and surrounding vineyards, making weekend excursions easily accessible. The county's economy is anchored by agriculture and supported by logistics, manufacturing, healthcare, education, and retail, with strong educational resources including the University of the Pacific, Humphreys University, nearby CSU campuses, and a population that values collaboration, culture, and community engagement.

THE ORGANIZATION

THE COUNTY OF SAN JOAQUIN IS A GENERAL-LAW COUNTY ORGANIZATION committed to delivering effective, transparent, and responsive public services to a diverse and growing population. Governance and policy direction are provided by a five-member elected Board of Supervisors, which sets countywide priorities, adopts the annual budget, enacts ordinances, and oversees programs that support residents, businesses, and communities. The Board works closely with the County Administrator's Office, which manages day-to-day operations and coordinates approximately 28 departments and agencies delivering essential services such as public safety, health and human services, public works, environmental health, and economic development. In addition, several independently elected officials—including the Sheriff- Public Administrator, District Attorney, Assessor-Recorder-County Clerk, Auditor-Controller, and Treasurer-Tax Collector—are responsible for key functions related to law enforcement, fiscal oversight, elections, and property and tax administration. With 8,300+ staff and an approximate FY 2026 budget of three billion, the County serves both incorporated cities and unincorporated areas, emphasizing collaboration, accountability, and service excellence to enhance quality of life throughout the county.

LEARN MORE ABOUT THE COUNTY

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THE DEPARTMENT

THE HUMAN RESOURCES (HR) DEPARTMENT SERVES as a centralized, strategic partner to county departments, supporting the workforce in a fast-paced and collaborative environment. The Department delivers a full spectrum of human resources services, supporting employees, workforce strategy, and organizational effectiveness. With 63 staff and an operating budget of $16.8 million, the Department values collaboration, continuous improvement, and ongoing learning, promoting a culture where employees learn from experience and continuously develop their skills. The HR team is supported by a strong leadership group that promotes accountability and models effective teamwork. Emphasis is placed on relationship-building across the organization, with a shared goal of ensuring county departments view Human Resources as a trusted, accessible, and solutions-oriented resource that works collaboratively to support operational success and a positive workplace culture.

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THE JOB

REPORTING TO THE DIRECTOR OF HUMAN RESOURCES (HR), the Assistant Human Resources Director supports the administration and coordination of the Human Resources Department. This role oversees assigned HR functional areas including the Equal Employment Opportunity (EEO) Program, Position Control/Leave Management, and core HRMS activities. The Assistant HR Director provides guidance and support to managers and supervisors; reviews and resolves complex employee relations issues; oversees investigations; supports labor relations activities; and ensures compliance with applicable laws, policies, and collective bargaining agreements. Additionally, they oversee 34 staff through 6 subordinate managers and supervisors, contribute to policy development and revision, prepare reports and presentations, participate in special projects, and provide input into the County's budget process. Working closely with executive leadership and department heads, the Assistant HR Director plays a key role in delivering responsive HR services, strengthening organizational effectiveness, and supporting major initiatives, including the County's multi-year ERP implementation.

THE IDEAL CANDIDATE

THE IDEAL CANDIDATE HAS A BACKGROUND in civil service environments and demonstrated experience in labor and employee relations, investigations, and countywide policy development, along with the ability to adapt quickly to complex organizational needs. They possess a strong understanding of effective business processes and can advance initiatives thoughtfully and strategically, serving as a steady change agent during periods of transition. Familiarity with ERP or HRIS implementations is beneficial, though not required for this role. The ideal Assistant Human Resources Director builds credibility and trusted relationships across departments, serves as a responsive and solutions-oriented resource, and holds individuals and teams accountable in a constructive and professional manner. They deliver results through effective team leadership while bringing emotional intelligence and approachability to their leadership style. An effective and confident communicator, they navigate difficult conversations, manage conflict, and address challenges with sound judgment and discretion, making timely, well-reasoned decisions that support organizational effectiveness and long-term stability.

The ideal candidate will demonstrate the following core competencies:

Relationship Building: Builds credibility and trust across departments by fostering strong, collaborative relationships and serving as a responsive and reliable partner to leaders, managers, and staff.

Political Acumen: Demonstrates awareness of the political and organizational environment, including the dynamics of an active and engaged Board of Supervisors, and navigates these complexities with sound judgment while supporting leadership priorities and policy objectives.

Team Management: Leads and develops teams effectively by setting clear expectations, holding individuals accountable, and driving results through collaboration and shared responsibility.

Customer Orientation: Maintains a service-focused approach by understanding departmental needs, providing practical and timely solutions, and ensuring Human Resources is viewed as an accessible and valued resource.

EMPLOYMENT STANDARDS

Education: Graduation from an accredited four-year college or university with a major in public or business administration, personnel management, the social sciences or related field.

Experience: Six (6) years in public personnel management or related occupational field, including at least one year in a supervisory or management capacity.

UPCOMING PROJECTS & OPPORTUNITIES

COUNTYWIDE ERP IMPLEMENTATION. Supports a multi-year transition to the Workday ERP system, with HRMS go-live anticipated in 2027, serving as a key business owner and member of the steering committee to ensure HR needs are effectively represented.

LABOR RELATIONS SUPPORT. Provides strategic analysis and ancillary support related to labor relations, including scheduled negotiations with SEIU, which represents approximately 4,500 employees. The role also supports the broader labor environment that includes more than 16 additional unions and multiple bargaining units across the County.

POLICY MODERNIZATION. Oversees the review and modernization of countywide human resources policies to ensure alignment with evolving employment laws, best practices, and organizational priorities.

TEAM DEVELOPMENT. Strengthens and stabilizes a relatively new HR team by supporting leadership transition, reinforcing accountability, and fostering a positive and collaborative departmental culture.

SALARY & BENEFITS

Annual Salary: **$169,917–$206,535 DOE/DOQ, *PLUS*** an attractive benefits package that includes:

- Defined benefit retirement plan with reciprocity with CalPERS
- 15 days of vacation leave per year (20 days after 10 years, 23 days after 20 years)
- 12 days of sick leave annually with unlimited accumulation
- 14 paid holidays per year
- 80 hours of administrative leave annually
- 125 Flex Benefits Plan
- 2% employer contribution to the County's 457 Deferred Compensation Plan
- Vacation Cash-Out of 8, 8-hour days annually
- Life insurance
- County contribution to health, vision, and dental plans (80/20 Split)
- Reimbursement of qualifying moving expenses up to $5,000.
- While Executive and Director-level positions are generally expected to work in-person, flexibility is available for occasional personal needs.

HOW *to* APPLY

For first consideration, apply by **FEBRUARY 17** at:

WBCP JOB BOARD

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SAVE THE DATES

Round one virtual interviews will take place on **MARCH 5**. Round two in-person interviews will take place on **MARCH 13**. *Selected candidates must be available for both dates.*

QUESTIONS?

Please contact your recruiter, **Shani Pearce**, with any inquiries:

866-929-WBCP (9227) toll free
541-664-0376 direct
shani@wbcpinc.com

SAN JOAQUIN COUNTY CALIFORNIA