



# **San Joaquin**

## **GENERAL HOSPITAL**

**Human Resources Department**  
**Welcome to the Pulse of SJGH**



# You're here to take care of patients, We're here to take care of you.

What WE Do (Hospital HR)

We are your Rapid Response Team.

Key Pillars:

Onboarding & Identity: Getting you your badge and access (the Key to the City).

Employee Relations: Conflict resolution, coaching, and the open door.

Leave Management (The In-Between): Helping you navigate FMLA or Sick Leave paperwork before it goes to the County.

Hospital Culture: Partnering with SJGH Leadership about Employee Recognition programs, employee events, and Employee of the Month, Manager of the Year.



# San Joaquin County Human Resources

## What THEY Do

### The Architects of the System

#### **Benefits & Retirement:**

Health insurance plans, 401K/457

#### **Classification & Pay:**

The official salary scales and job descriptions.

#### **Civil Service Exams:**

The process of moving from contract, part time, per diem to permanent/full time positions.

#### **County-Wide Policy:**

The Big Rulebook that applies to everyone from the Sheriff's Office to the Hospital and other county departments.



San Joaquin County Human Resources



SJGH Human Resources Team

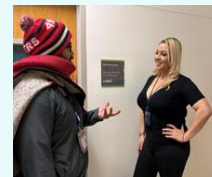


## Who's HR Is It Anyway?

- 01 I lost my badge and can't get into the ICU. ([Hospital](#))
- 02 I want to change my health insurance plan during open enrollment. ([County](#))
- 03 Grateful for another day! I want to post myself in scrubs at work in social media. ([Hospital](#))
- 04 I want to change my address and phone number on file. ([County](#))
- 05 I was not paid my bilingual supplement. ([Hospital](#))



# At-A-Glance



## Topic

### Your Pay

## Hospital HR (The Ground Crew)

Supplemental pay questions

## County HR (The Architects)

Your actual salary Grade/Steps

### Your Health

Work modifications (Interactive process)

Medical, Dental, Vision plans

### Your Growth

Hospital training & unit orientation

Civil Service Exams & Promotions

### Your Badge

Getting you through the door

Your official County record

### Your Future

Professional longevity

Retirement & Pension (SJCERA)

**In Action:** We provide non-invasive support. We're here when you need us, but we stay out of your way so you can save lives.



# The heartbeat of our community.

## Memory Anchors (Mnemonics)

### 1. The Badge & Face Rule

If it's about your Badge (access) or a Face (social clique), come to Hospital HR.

### 2. The Money & Meds Rule

If it's about your Money (approval of your automated step increase) or your Meds (health insurance), call County HR.

### 3. The Clock & Calendar Rule

If it's about your Clock (timekeeping integrity) or your Calendar (leave management issues), talk to Hospital HR.





# Connect With Us

**We are your Front Door.** (If you don't know where to go, start with Hospital HR).

**High-Touch vs. High-Level.** (Hospital HR is high touch for personal issues. County is high-level for systemic issues).

**The Bridge.** (Hospital HR acts as the bridge between our employees and the County administration).

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