



THE COUNTY OF STANISLAUS

COMMUNITY SERVICES AGENCY



Stanislaus County
now offers an employee
bonus worth up to
**\$10,000 or 21
additional days of
leave time!***

**See inside for details*

IHSS SOCIAL WORK MANAGER (MANAGER III)

\$84,177-\$126,276 Annually

This is a continuous recruitment.

We encourage you to apply immediately as this recruitment may close at any time.

Oral Examinations will be completed on a continuous basis.

THE IDEAL CANDIDATE

The ideal candidate for this position in the In Home Supportive Services (IHSS) unit should be deeply passionate about social work and dedicated to enhancing the well-being of seniors, individuals with disabilities, and vulnerable populations. They should possess strong leadership abilities, excellent communication and interpersonal skills, and a steadfast commitment to upholding equity, diversity, and inclusion principles in both service delivery and staff management. Additionally, the incumbent will be forward-thinking with the ability to implement innovative strategies that address the evolving needs of our older adult community. Those who have a proven track record of implementing system improvements, creating an environment of continuous learning, engaging with community partners and government agencies, and have knowledge of older adult long term services and supports are ideal for this position.



THE DEPARTMENT

The Community Services Agency (CSA) provides a broad range of social services to the community. CSA is comprised of over 1,100 employees and has an annual operating budget of over \$326 million. CSA partners with County government agencies and numerous community based organizations to create culturally responsive and accessible services. Over 308,000 residents receive services through CSA. The Agency is organized into five Divisions: (1) Adult, Child, and Family Services Division (ACFSD); (2) StanWORKs Division; (3) Finance and Operations Division; (4) Housing and Homelessness; and (5) Administration.

Interested in learning more about the Community Services Agency?

Scan the QR code or visit <https://www.csa-stanislaus.com/>



ABOUT THE POSITION

At Stanislaus County Adult Services, we believe in a community where all have the opportunity and support to achieve their full potential. In this role, you will lead a team of social work professionals in the delivery of services to older adults and differently abled individuals, inspiring and guiding them to achieve positive client outcomes. Your ability to remain actively involved in both the day-to-day expectations and long-term goals of the organization, while understanding the importance of employee and client connections, will be crucial to driving efficiency and effectiveness. Your vision will guide social services initiatives toward greater impact and sustainability.

TYPICAL TASKS

- Assist in the planning, management, and implementation of the IHSS Program and Adult Services Clerical;
- Work collaboratively with Adult Protective Services and IHSS Public Authority to develop efficient and effective operations that promote teamwork, accountability, and high quality services to seniors and persons with disabilities;
- Represent the Department at meetings and conferences with representatives of State and Federal agencies, local public and private agencies, and community partners;
- Provide leadership in developing and maintaining a commitment to accomplishing the goals and objectives that support the mission of the Board of Supervisors, Community Services Agency and the various participating agencies;
- Provide leadership to a diverse team of professionals who possess multiple skills and varied approaches to client intervention activities;
- Assign and review the work of others, and assist in staff training and development;
- Assist staff in resolving complex and/or technical problems and interpret and explain Federal, State, local and/or internal rules and regulations;
- Meet with staff regularly to coach, provide direction, and to ensure goals and objectives are met;
- Make hiring recommendations, take disciplinary action, and apply the principles of progressive employee discipline;
- Prepare Board of Supervisors agenda items and monitor contracts;
- Assist with the budgeting process;
- Prepare written reports, including analyzing program data and trends;
- Analyze and interpret legislation, statistics, and financial reports;
- Suggest policy for local programs and recommend procedures;
- Develop partnerships and innovative integrated approaches to service delivery;
- Work collaboratively with providers and community-based organizations; and
- Perform other duties and special projects as assigned.

MINIMUM QUALIFICATIONS

Knowledge

- Customer and Personal Service - Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Administration and Management - Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
- Administrative - Knowledge of administrative and office procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and workplace terminology.
- Law and Government - Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.

Skills/Abilities

- Complex Problem Solving - Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Coordination - Adjusting actions in relation to others' actions.
- Critical Thinking - Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- Judgment and Decision Making - Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Management of Personnel Resources - Motivating, developing, and directing people as they work, identifying the best people for the job.
- Monitoring - Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- Systems Analysis - Determining how a system should work and how changes in conditions, operations, and the environment will affect outcomes.
- Systems Evaluation - Identifying measures or indicators of system performance and the actions needed to improve or correct performance, relative to the goals of the system.

EDUCATION & EXPERIENCE

Pattern I

- Possession of a Masters degree in Social Work (MSW), Counseling, Gerontology, or a closely related field;
AND
- One (1) year experience performing duties comparable to a Manager II in Child Welfare or Adult Services Program

Pattern II

- Possession of a Masters degree in Social Work (MSW), Counseling, Gerontology, or a closely related field;
AND
- Two (2) years of social work supervisor experience in a Child Welfare or Adult Services Program

Pattern III

- Possession of a Master's degree in Social Work (MSW), Counseling, Gerontology, or a closely related field;
AND
- One (1) year of supervisor experience in Child Welfare or Adult Services Program; AND
- Two (2) years of experience in a position comparable to the Stanislaus County Social Worker IV/V

Proof of education (degree or transcripts) will be required for verification purposes at the time of application. Applicants who are unable to submit proof must call (209) 558-1200 to make other arrangements. Failure to submit proof will result in disqualification.



**STANISLAUS
COUNTY HUMAN
RELATIONS**

Take Your Place.



JOIN OUR TEAM and receive a bonus worth **UP TO \$10,000** or 21 additional days of leave time!*

*EMPLOYEE CHOICE BONUS PLAN ALLOWS ELIGIBLE EMPLOYEES TO RECEIVE A BONUS WORTH \$5,000-\$10,000 OVER THREE ANNUAL INSTALLMENTS

YOU CHOOSE: One month's worth of

Scan the QR code with a camera app to watch the Employee Choice Bonus Plan video!



Cash Payout

Redo that kitchen or paydown debt.

It's all yours.



Leave Time

Take a little extra time off and enjoy yourself.

You've earned it.



Deferred Compensation

Reduce some taxable income and receive it later.

Why not?



**STANISLAUS
COUNTY HUMAN
RELATIONS**

Take Your Place.



clubwellness
myclubwellness.org

Employee Choice Bonus Plan

UNDERSTANDING THE DETAILS



JOIN OUR TEAM BY JUNE 30TH, 2025 TO BE ELIGIBLE!

The following Employee Choice Bonus Plan is designed to allow eligible employees, current active full-time employees or those hired full-time on or before June 30, 2025, to choose one of the three bonus incentive options (one-time option, non-revocable) they would like to receive:



Option 1 **BONUS CASH PAYMENT**

(Default if employee declines to make a choice)

- One month of salary (168 hours) paid in cash over three annual installments at the highest step or top of band of the classification held by the employee at each vesting date.
- Minimum amount of each payment will be \$1,666.67 and a maximum payment of \$3,333.37 (base hourly rate of pay for the classification multiplied by 56). The amount of each payment may change depending upon an employee's individual circumstances.
- Total minimum amount received will be \$5,000.01 and maximum will be \$10,000.02 paid over three installments.
- Applicable taxes will be applied and withheld.



Option 2 **BONUS LEAVE TIME**

- 168 hours of bonus leave time allocated within three annual installments.
- Bonus Leave Time would be administered in the same capacity as standard vacation including compensation rate, request and approval, and reporting expectations.
- Bonus Leave Time will have no cash value and cannot be cashed out at resignation, termination, or retirement.
- Must use the bonus leave time prior to the expiration date, as there is no carry over after the bonus leave time expires.



Option 3 **BONUS DEFERRED COMPENSATION CONTRIBUTION**

- One month of salary (168 hours) paid over three annual installments into the employee's Nationwide Deferred Compensation account at the highest step or top of band of classification held by the employee at each vesting date.
- Minimum amount of each payment will be \$1,666.67 and a maximum payment of \$3,333.37 (base hourly rate of pay for the classification multiplied by 56). The amount of each payment may change depending upon an employee's individual circumstances.
- Total minimum amount received will be \$5,000.01 and maximum will be \$10,000.02 paid over three installments.
- Applicable taxes will be applied and withheld.

Eligibility for Employee Choice Bonus Plan



- Must be an active full-time employee on each vesting date and during the pay period of the payment date to receive each payment.
- Full-time employees on an unprotected unpaid leave on the vesting date are ineligible for that specific payment.
- Employees that separate from full-time service prior to a vesting date will no longer be eligible for that specific payment.
- Employees that receive one or two payments, separate from full-time service and then return to full-time service are excluded from eligibility to receive further payments of any kind.
- Employees that leave full-time service prior to receiving any payments, and then return to full-time service on or before June 30, 2025, are eligible to receive future payments in accordance with their new hire date.



COMPENSATION & BENEFITS

Approximate Annual Base Salary:
\$84,177-\$126,276 Annually

The County of Stanislaus provides a competitive and comprehensive benefits package for regular full-time County Managers including:

- Excellent retirement benefits (2% at approximately age 62 formula)
- Medical, dental, vision, and basic term life insurance plans
- County paid Deferred Compensation at 1.5% of base salary
- 2 weeks annual vacation upon entering County service
- 32 additional vacation hours annually
- 56 hours administrative/management leave per year (does not carry over)
- 96 hours of sick leave annually
- 12 paid holidays annually
- \$900 annual Professional Development reimbursement
- Car allowance upon Department Head approval
- Moving allowance recruited from out-of-County
- Disability protection
- Optional participation in Flexible Spending Account programs
- Optional Supplemental Life & AD&D insurance plans
- Employee Assistance Program

Details available upon request

RECRUITMENT INCENTIVES:

Employee Choice Bonus Plan:

Stanislaus County now offers an employee bonus worth up to \$10,000 or up to 21 days of additional leave time! Visit stanjobs.org for more information.

Career Ladders:

We offer valuable tools to help plan your career with Stanislaus County. Find ways to grow and develop within the organization— from Accounting to Public Safety to IT.

Learning Institute:

Whether you're a new employee or looking to acquire new skills, our Learning Institute offers a chance to take on new challenges and ways to consistently hone and improve skills.

WELLNESS BENEFITS

The Mission of Club Wellness is to facilitate and encourage the "good health" of the county workforce.

"Good health" is a state of complete physical, social and mental well-being, and not merely the absence of disease or infirmity; health is a resource for everyday life, not the object of living, and is a positive concept emphasizing social and personal resources as well as physical capabilities. The program seeks to increase awareness and knowledge of all employee benefits, nurture a team spirit and positive health behaviors, to motivate employees to adopt healthier habits and to provide opportunities and a supportive environment to create positive lifestyle changes.



CLASSIFICATION INFORMATION

Unless otherwise provided, this position is part of the Unclassified Service of the County and is considered "at-will" and is designated Management for labor relations purposes.

The Job Task Analysis provides information detailing the physical and functional demands of the classification. For the complete job task analysis, visit the Risk Management website at <https://www.stancounty.com/riskmgmt/risk-dm-jta-class-sub-main.shtm>.

APPLICATION PROCEDURES/FINAL FILING DATE: Continuous but may close at any time.

Oral Examinations are tentatively scheduled: On a continuous basis.

Applications cannot be submitted later than 5:00 p.m. on the final filing date. Make your online application as complete as possible so a full and realistic appraisal may be made of your qualifications.

Resumes will not be accepted in lieu of a completed application.

Attaching your resume and cover letter are an optional feature for those who wish to do so in addition to completing the required application. Information on your resume and cover letter will not substitute for the education, work experience and required fields on the County application. The online County application is the primary tool used to evaluate your job qualifications.

RECRUITMENT ACCOMMODATIONS

Arrangements may be made to accommodate disabilities and religious convictions. Applicants requiring testing accommodations are required to complete and submit the Testing Accommodations Request Form prior to the test administration date. Special arrangements for religious convictions should be included in the "Additional Information" section of the application form.

GENERAL QUALIFICATIONS

Pass County-paid pre-employment job-related background investigation.

Perform job duties in a manner assuring a safe working environment for oneself and others.

Maintain confidential information according to the legal standards and/or County regulations as required.

APPLICATION AND/OR EXAMINATION APPEAL RIGHTS

Application and/or examination results may be appealed by applicants presenting facts alleging irregularity, fraud and/or error in application screening or in exam scoring. Appeals must be in writing and submitted to the Chief Executive Officer within seven (7) days after the examination results are mailed.

DISCLAIMER

Stanislaus County reserves the right to revise the examination plan described in this flyer to better meet the needs of County service. The provisions of this bulletin do not constitute an express or implied contract. Any provision contained in this bulletin may be modified or revoked without notice. The information contained in the bulletin is information which sets forth a general summary of benefits for this respective position. This information is not legally binding. The benefits and other information regarding this position may be found in the Stanislaus County Code, the Stanislaus County Personnel Policies manual, or in the applicable Memorandum of Understanding(s), and such information prevails over information contained in this flyer. Questions regarding this bulletin may be directed to the Stanislaus County Chief Executive Office/ Human Resources.