



# THE COUNTY OF STANISLAUS

Behavioral Health and Recovery Services



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

*\*See inside for details*

**BEHAVIORAL HEALTH SERVICES ACT POLICY MANAGER II**

**\$74,464-\$111,696 Annually**

Please apply by July 2, 2024

## ABOUT THE DEPARTMENT

Behavioral Health and Recovery Services (BHRS) is committed to behavioral health principles that are responsive to both mental health services and substance use disorders. Our scope of services includes, but is not limited to, inpatient and outpatient psychiatric services, substance use disorder services, behavioral education and prevention; public guardian functions and advocacy. We offer these services throughout Stanislaus County at Behavioral Health and Recovery Services managed sites and in partnership with community agencies, as well as other County departments.



*Interested in learning more about the Behavioral Health and Recovery Services Department?  
Scan the QR code or visit <https://www.stancounty.com/bhrs/>*

## THE POSITION

Under the direction of BHRS Director or designee, the Behavioral Health Services Act (BHSA) Policy and Planning Manager will provide oversight of the Department's MHSA/BHSA requirements focusing on program development, compliance, timely reporting, stakeholder engagement, will work collaboratively with the department's Quality Services and Compliance to take the lead on the annual monitoring/review of MHSA/BHSA funding by the Department of Health Care Services (DHCS), and the development and monitoring of all Innovations projects. This position may include supervision of staff.

Reporting to the Chief of Integrated Services, the Policy and Planning Manager will facilitate presentations, including large stakeholder meetings, and prepare, plan and revise reports. The incumbent will maintain the BHSA website and provide input to BHRS leadership regarding past and future MHSA/BHSA policies and processes. The incumbent will also have the responsibility of presenting the MHSA/BHSA Plan, Updates and Annual Reports to the Board of Supervisors, the local Behavioral Health Board, the Behavioral Health Services Oversight and Accountability Commission (BHSOAC), and the Department of Health Care Services (DHCS).

## TYPICAL TASKS

- Engage BHSA stakeholders, share information, and gather feedback on MHSA/BHSA Plans, Updates and Annual Reports;
- Attend local and statewide stakeholder meetings, participate in regional meetings and statewide training for (BHSA policy and planning);
- Positively engage with diverse stakeholders in public behavioral health, community and public settings;
- Ensure consumer/family and diverse population input and participation in implementation, evaluation, and monitoring of the BHSA planning process;
- Assume liaison or leadership roles with various community groups and boards and relevant State/local agencies;
- Work with other BHRS senior managers to develop and potentially administer programs to further the Department's mission;
- Take the lead on working with internal systems of care in preparing for monitoring by the Department of Health Care Services (DHCS).
- Liaison with the Behavioral Health Services Oversight and Accountability Commission (BHSOAC) on Innovation applications to ensure the project meets Innovation requirements and regulations;
- Coordinate all tasks related to the planning and implementation of BHSA programs;
- Develop and monitor applicable contracts;
- Effectively utilize writing and presentation skills;
- Oversee development of Innovations projects;
- Supervise employees; and
- Other duties 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.
- Diversity, Equity & Inclusion - Basic understanding of social determinants, health disparities, health, and racial equity;
- Management & Leadership - Knowledge of effective leadership, direction and supervision. Principles of people management training, coaching, mentoring, and performance evaluations including quality performance management and results-based accountability;
- Law and Government - Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process; Public Health Services - Principles and practices of public health including organization, management, and staffing; Project Management - Knowledge of principles and practices for Project Management and techniques of assessing workflow output; and Sociology and Anthropology - Knowledge of group behavior and dynamics, societal trends and influences, human migrations, ethnicity, cultures, and their history and origins.

## SKILLS & ABILITIES

- Active Learning - Understanding the implications of new information for both current and future problem-solving and decision-making;
- Complex Problem Solving - Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions; Federal, State, and local laws;
- Judgment and Decision Making - Considering the relative costs and benefits of potential actions to choose the most appropriate one;
- Learning Strategies - Selecting and using training /instructional methods and procedures appropriate for the situation when learning or teaching new things;
- 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;
- Social Perceptiveness - Being aware of others' reactions and understanding why they react as they do;
- Strategic Planning - Establish goals and objectives, participate in strategic planning and outcome measurement;
- 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;
- Time Management - Manage tasks appropriately to accommodate multiple deadlines;

## EDUCATION & EXPERIENCE

- Bachelor's degree in Human Services, Business Management/Administration, or a related field; AND
- One (1) years of supervisory experience in a human services setting; AND
- One (1) year of experience as a manager in a large public or private human services setting.

(progressively responsible experience in a related area may be substituted for the required education on a year-for-year basis).

Proof of education (transcripts or degree) will be required for verification purposes at the time of application. Applicants who are unable to submit proof must call (209) 558-6333 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  
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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:  
**\$74,464-\$111,696 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 21 additional days of leave time! Visit [stanjobs.org](http://stanjobs.org) for details.

### **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 individual selected will participate in the Stanislaus County Pay-for-Performance program, as well as receive additional benefits.

## **APPLICATION PROCEDURES/FINAL FILING DATE: July 2, 2024**

### **Oral Examinations are tentatively scheduled for the week of July 15, 2024.**

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.