



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

\*See inside for details

# Executive Assistant (Confidential Assistant IV)

Chief Executive Office

\$56,139 - \$84,219 Annually

Apply by July 12, 2024



STANISLAUS  
COUNTY HUMAN  
RELATIONS

Take Your Place.

## ABOUT THE DEPARTMENT

Working for the Chief Executive Office is an exciting opportunity for the right candidate who wants to work in the heart of County administration and actively support the County's commitment to the Mission, Vision, and Values. The Chief Executive Office is responsible for implementing policy directives from the Board of Supervisors, overseeing operations of 27 County Departments, and working collaboratively with various community organizations and constituents. Working in this capacity, you will have the opportunity to comprehensively view County operations and assist in achieving our goals and objectives. As a key member of the Chief Executive Office, you will provide high level executive administrative and serve as a liaison between the Department and internal/external stakeholders, ensuring seamless communication and efficient operations. The Chief Executive Office is the place to be if you are interested in understanding County Government at the top level and making a difference in the community.

This position is part of the Unclassified Service of the County and considered "at will" for labor relations purposes.

*Becoming a community of choice, where people live,  
work, and thrive - a place worthy of calling home.*

## ABOUT THE POSITION

The Confidential Assistant IV provides executive level support to Assistant Executive Officers, Deputy Executive Officers, and a high performing team of Management Consultants working in challenging and dynamic areas and provides an array of work products that require analysis and critical thinking; this position also performs general duties associated with the Chief Executive Officer. Additionally the Confidential Assistant IV performs specialized work of a technical and confidential nature with a high degree of consequence of error and supports project management teams, tracking of multiple tasks, organizing meetings involving multiple staff from various departments and/or agencies. The Confidential Assistant IV is the central point for all communications between the Chief Executive Office and departments and County partners (government, business, non-profit, education, etc.), and provides assistance and support during the development of professional reports, presentations and other written material.

The ideal candidate will have exceptional organizational skills, demonstrate the ability to multi-task in a fast-paced environment, have the ability to prioritize workload for deadlines and critical issues, maintain a professional demeanor at all times, be flexible, and function well as part of a team focused on business results and also work independently. Finally, the successful candidate will have excellent communication skills, provide great attention to detail, employ problem-solving skills, be willing to take initiative in daily tasks and in new situations, and be willing to engage in and oversee complex operations.

This is a great opportunity for a candidate who thrives in a fast-paced environment, embraces continuous learning and seeks career growth. With an emphasis in inter- departmental teamwork and collaboration, this position plays a unique role in the continuous improvement and will contribute to the success of the Chief Executive Office.

# THE TYPICAL TASKS

- Handle highly confidential information and documents with discretion
- Work with minimal supervision or as a team
- Information management, including collecting, reviewing and distribution of information
- Compose, write, edit and proofread detailed documents
- Respond to inquiries or requests in a timely, appropriate and knowledgeable manner in the absence of direct supervision or explicit guidelines
- Make or participate in decisions setting work priorities and procedures and independently carrying out operational details
- Be open to and accept changes as the need arises to revise procedures for the efficient operations of the department
- Assist Assistant Executive Officers/Deputy Executive Officers/Management Consultants in scheduling meetings and maintaining a complex calendar
- Organize projects and respond within set time frames
- Maintain files, filing systems and information/operational records
- Review/audit material for completeness and accuracy
- Provide professional, and in many cases, highly confidential written and oral correspondence to internal and external customers
- Collect, compile and maintain data through various, computer-generated reports to ensure compliance with regulatory agencies
- Develop procedures for gathering data, monitoring and controlling projects or programs and coordinate the implementation of new procedures with department managers, staff and outside agencies
- Attend Board, committee or other meetings as needed (In person and/or virtual)
- Maintain complex calendars for executive staff and manage coordination of schedules for multiple attendees in various departments and/or agencies
- Take minutes, collate action items, prepare and circulate agendas, presentations, and meeting packets
- Create, edit and/or contribute to presentations, flyers, and informational materials
- Other duties as assigned.

# THE IDEAL CANDIDATE

Our ideal candidate will be a self-starter and have a strong desire to work with a high-functioning team, to connect across the organization, and make a difference in the community. The candidate will have a genuine desire to support multiple leaders and provide a helpful and positive presence in the office, and in all teamwork forums. Further, a successful candidate must have exceptional organizational skills, demonstrate the ability to multi-task in a fast-paced environment, have the ability to prioritize workload for deadlines and critical issues, maintain a professional demeanor at all times, be flexible, and function well as part of a team focused on business results. Finally, the successful candidate will have excellent communication skills, provide great attention to detail, employ problem-solving skills, be willing to take initiative in daily tasks and in new situations, and be willing to engage in and oversee complex operations.

*We believe **EACH PERSON MATTERS***

*We work every day to earn people's **TRUST***

*We are **GOOD PARTNERS***

*We encourage **INNOVATION***

*We deliver **RESULTS***

## KNOWLEDGE/SKILLS/ABILITIES

- Administration and office procedures
- Local Government & the Brown Act
- Board agenda items
- Confidentiality & critical thinking
- Basic mathematics, including accounting procedures
- Active listening & learning
- Effective oral & written communication
- Comprehend complex oral and written instructions
- Organization & time management
- Collaboration with stakeholders
- Customer service & flexibility
- Judgment & independent decision making
- Work effectively, efficiently, under minimal supervision
- Independent worker/self-starter
- Produce concise, accurate, and timely reports while maintaining precise records, files, and correspondence
- Computer software such as the Microsoft Suite

## EDUCATION/EXPERIENCE

### PATTERN I

- Three (3) years of progressively responsible journey-level experience involving executive assistant duties.

### PATTERN II

- Two (2) years of progressively responsible journey-level experience involving executive assistant duties.; AND
- 30 college semester units or 45 college quarter units in, Business Administration, Public Administration, Political Science, or a closely related field.

## DESIRABLE QUALIFICATIONS

*In addition to the minimum qualifications, applicant screening may focus on the following desirable qualification.*

- Minimum of three (3) years' experience equivalent to the Confidential Assistant III classification.

*Proof of education may be required for verification purposes at the time of application. Applicants who are unable to submit proof must call 209-525-6341 to make other arrangements before 5 pm on the final filing date. Failure to submit proof or make other arrangements before the final filing deadline may result in disqualification.*



*Apply today  
to join our team &  
make a difference in  
Stanislaus County*



*Scan the QR code to learn more about the Chief Executive Office, or visit [stancounty.com/ceo](http://stancounty.com/ceo)*



**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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**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

**\$56,139 - \$84,219 Annually**

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

- Excellent retirement benefits (2% at approximately age 61 formula)
- Medical, dental, vision, and basic term life insurance plans
- County paid Deferred Compensation at 1.0% of base salary
- Two weeks annual vacation
- 16 additional vacation hours annually
- 96 hours of sick leave annually
- 12 paid holidays annually
- \$400 annual Professional Development reimbursement
- 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: APPLY BY JULY 12, 2024

Oral Examinations are tentatively scheduled for the week of July 22, 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.