



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

**See inside for details*

Payroll Specialist (Confidential Assistant III)

Stanislaus County Auditor-Controller

\$46,737-\$70,116 Annually

This is a continuous recruitment.
 We encourage you to apply immediately as this recruitment may close
 at any time.



ABOUT THE COUNTY

Stanislaus County is located in Central California within 90 minutes of the San Francisco Bay Area, the Silicon Valley, Sacramento, the Sierra Nevada Mountains and California's Central Coast. With an estimated 552,878 people calling this area home, the community reflects a region rich in diversity with a strong sense of community. Two of California's major north-south transportation routes (Interstate 5 and Highway 99) intersect the area and the County has quickly become one of the dominant logistics center locations on the west coast.

The County is home to a vibrant arts community with the world-class Gallo Center for the Arts, a symphony orchestra, and abundant visual and performing arts. Stanislaus County is a global center for agribusiness, positioned by its mild Mediterranean climate, rich soils and progressive farming practices. The area is recognized internationally for agricultural innovation with wine, almonds, poultry, milk, cattle, and walnuts being some of the featured industries. The County is also home to California State University Stanislaus, Modesto Junior College and benefits from satellite locations of other high-quality educational institutions. The County was established in 1854 and has a total land area of 1,515 square miles. Temperatures range from an average low of 43 degrees in the winter, to an average high of 92 degrees in the summer. Temperatures move up into the high 90s during the summer months with low humidity and cool evening breezes from the San Joaquin Delta.

Interested in learning more about the Auditor-Controller's office?

Scan the QR code or visit www.stancounty.com/auditor



THE POSITION

The Confidential Assistant III is the advance journey-level class in this series. This classification requires the ability to work independently, performing the more complex, highly skilled and responsible clerical assignments. These duties reflect a greater degree of responsibility than those found in the Level I or II. Independent judgement and initiative in making decisions in accordance with established guidelines is required. Promotes a professional image by the efficient performance of a variety of business and clerical tasks designed to facilitate the smooth flow of work throughout the department. Some positions provide lead direction to other staff members by distributing work assignments, interpreting and disseminating instructions, evaluating work products, and providing necessary training.

Unless otherwise provided, this position is part of the Unclassified Service of the County and considered "at will" for labor relations purposes. The individual selected will participate in the Stanislaus County Pay-for-Performance program, as well as receive additional benefits.

Incumbents may also be subject to overtime, standby, callback, weekend, holiday and shift assignments.

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 <http://www.stancounty.com/riskmgmt/> under the "Disability" tab.

THE TYPICAL TASKS

- Understand and interpret laws, regulations, memorandum of understanding (MOU) policies and procedures pertaining to payroll and benefits;
- Conduct all phases of the payroll cycle;
- Process employee and payroll related data (Personnel Action Forms, Time & Labor set up, Direct Deposit, W-4, etc);
- Process employee medical leave calculations utilizing Microsoft Excel;
- Coordinate and implement Oracle/PeopleSoft set up for payroll related actions, including Policy and MOU changes or corrections to the established functions;
- Periodically administer and coordinate complex payroll functions under minimal supervision;
- Compile and maintain statistical information;
- Handle documents and correspondence of a confidential nature;
- Gather and summarize data and prepare reports;
- Maintain file systems, this includes hard copy files as well as electronic file management;
- Perform the audit of County Departmental Payroll;
- Provide payroll training and guidance to County department payroll contacts;
- Perform other duties as assigned.



MINIMUM QUALIFICATIONS

KNOWLEDGE

Administrative and Office Procedures
Standard Office Machines
Timekeeping Software
Payroll Processes
Customer and Personal Service
Fair Labor Standards Act (FLSA)
Software Programs
English Language

SKILLS/ABILITIES

Critical Thinking
Writing
Speaking
Oral Comprehension
Mathematical Calculations
Complex Problem Solving
Deductive Reasoning
Time Management

COUNTY AUDITOR CONTROLLER

EDUCATION & EXPERIENCE

PATTERN I

- Three (3) years of journey-level clerical experience, with at least one year processing payroll;

PATTERN II

- Two (2) years of journey-level clerical experience, with at least one year processing payroll; AND 30 semester units in relevant college coursework or business school training.

PATTERN III

- One (1) year of journey-level clerical experience involving payroll processing; AND 60 semester units in Business Administration, Public Administration or related field.

Proof of education is required for verification purposes at the time of application. Applicants who are unable to submit proof must call 209-525-6593 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 will result in disqualification.

DESIRABLE QUALIFICATIONS:

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

Please list any of these qualifications you may have within the "Duties" section of the online application:

- At least one (1) year experience processing payroll for a governmental agency; OR
- At least one (1) year experience processing payroll in a human relations management system (HRMS)



**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

\$46,737-\$70,116 Annually

The County of Stanislaus provides a competitive and comprehensive benefits package for regular full-time Confidential County employees 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% of base salary
- 2 weeks annual vacation upon entering County service
- 96 hours of sick leave annually
- 10 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 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: Continuous but may close at anytime

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.