



**Assistant Director of Fiscal & Administrative Services
(Chief Financial Officer)**

Stanislaus County Behavioral Health and Recovery Services

\$109,449-\$164,195 Annually

Apply by August 15, 2024

ABOUT THE DEPARTMENT

Behavioral Health and Recovery Services 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 partner 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 executive direction of the Behavioral Health Director, the Assistant Director for Administrative Services is the Chief Fiscal Officer for the Department and has leadership responsibility for administrative and fiscal services. Under the leadership of the Chief Fiscal Officer, the Administrative and Fiscal Services Division is responsible for budgeting and financial analysis for all Department programs, financial reporting associated with a county behavioral health organization; management reporting; accounts payable, accounts receivable and related functions; patient finance, claiming and benefits assistance; grant and contract administration; purchasing; safety and facilities management.

We are seeking an individual with strong leadership and team building skills and the ability to promote creative, progressive performance in staff. As a member of the Department's Senior Leadership Team, the Chief Fiscal Officer will be expected to establish positive relationships with peers, work collaboratively to advance the organization's overarching goals of community integration and excellent customer service, and promote the organization's values of innovation, quality and accountability in service delivery.

THE TYPICAL TASKS

- In collaboration with the Behavioral Health Director and Department Budget Team, prepare annual budgets and quarterly budget updates;
- Develop, negotiate, and monitor grant and contract activities;
- Represent the Department with various Federal and State funding and licensing agencies;
- Collaborate with other County Departments on administrative and fiscal matters;
- Collaborate with the Behavioral Health Director and other leadership staff in planning and implementation of Department-wide program activities;
- Directly supervise the Fiscal/Business Office and General Service Managers;
- Actively support the Department and County vision, mission and values;
- Provide leadership and consultation to staff;
- Provide assistance with regulatory compliance;
- Represent the department with various Board meeting and agenda preparation;
- Implement quality improvement and customer satisfaction activities;
- Provide human resource leadership for the Administrative and Fiscal Services division including staffing, recruitments, performance evaluations, staff development, employee relations, safety management, recommendations for appointment and work scheduling;
- Provide extensive and timely financial data reports for Department leadership staff, boards, the County Auditor- Controller, Chief Executive Office, and State and Federal oversight authorities;
- Collaborate with State staff to implement regulations;
- Perform special assignments requiring a high degree of technical knowledge; and
- Prepare specialized reports including Board agenda items.



MINIMUM QUALIFICATIONS

KNOWLEDGE/SKILLS/ABILITIES

- Accounting & Budget
- Administration and Management
- Strategic Leadership
- Active Listening and Learning
- Learning Strategies
- Project Management
- Law & Government
- Public Behavioral Health Funding
- Critical Thinking
- Multicultural Skills
- Complex Problem Solving
- Judgment & Decision Making
- Professional Communication
- Attentiveness
- System and Procedures Analysis
- Legislation, Policies, and Standards
- Reading Comprehension
- Governmental Accounting Procedures

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

MINIMUM QUALIFICATIONS CONT.

EDUCATION & EXPERIENCE

- Graduation from an accredited four-year college or university with a bachelor's degree in public or business administration, Finance, Accounting, or a closely related field
- AND**
- Possess at least five years recent, full-time progressively responsible experience in a management capacity in a large public or private organization performing work as described in typical tasks.

Proof of education is required for verification purposes at the time of application. Applicants who are unable to submit proof must call 209-525-7339 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:

- Possession of a graduate degree in Business Administration, Public Administration or a related field; AND
- Four (4) years of employment history that reflects knowledge in fiscal management in a large public or private organization.



Interested in learning more about the community of Stanislaus County?

Scan the QR code to read through the "Selling Stanislaus" guide from Opportunity Stanislaus





**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: \$109,449-\$164,195 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 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 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 individual selected will participate in the Stanislaus County Pay-for-Performance program, as well as receive additional benefits.

EQUAL EMPLOYMENT OPPORTUNITY

The County of Stanislaus is an Equal Opportunity Employer. All qualified applicants are encouraged to submit online application(s) for open position(s). Stanislaus County is committed to establishing and maintaining effective working relationships with the general public, co-workers, supervisors, and members of diverse cultural and linguistic backgrounds regardless of race, religious creed, color, national origin, ancestry, physical or mental disability, medical condition, genetic information, pregnancy related condition, marital status, gender/sex, sexual orientation, gender identity, gender expression, age (over 40), political affiliation or belief, or military or veteran status.

APPLICATION PROCEDURES/FINAL FILING DATE: August 15, 2024, at 5pm.

Oral Examinations are tentatively scheduled for the week of August 26, 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.