



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

**See inside for details*

Contracts Manager (Manager III) Behavioral Health and Recovery Services

\$87,131 - \$130,686 Annually

Apply by September 4, 2024



**STANISLAUS
COUNTY HUMAN
RELATIONS**

Take Your Place.

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.

THE POSITION

The Contracts Manager is responsible for administering all contracts, including revenue contracts, independent contracts, provider contracts, Memorandum of Understanding (MOU), Letter of Understanding (LOU) and inter-agency agreements. The Contracts Manager is actively involved in negotiating, writing, executing, tracking, monitoring, amending, renewing, and terminating these contracts. The Department begins the contract renewal process in February, and it continues through June when contracts are presented to the Board of Supervisors for approval. In addition, the Contracts Manager will serve as a subject matter expert to provide consultation to department staff about options when needing to develop agreements, and will supervise a team of staff, including one Staff Services Coordinator, Administrative Clerk III and several Staff Services Analyst positions. Designated as management for labor relations purposes, the individual will be eligible for the full array of management benefits.

THE IDEAL CANDIDATE

The ideal candidate is a self-starter, who can work independently with minimal guidance, with extensive experience administering multiple contract types to include independent contracts, provider contracts, memorandum of understandings, inter-agency contracts, and other types of contracts. Experience should include negotiating, writing, executing, tracking monitoring, amending, renewing and terminating contracts. This person should have experience supervising others and managing staff. Additionally, the ideal candidate will be an exceptional communicator and collaborator, capable of building strong relationships with stakeholders at all levels.

TYPICAL TASKS

- Manage the negotiation and execution of all contracts, including, but not limited to: provider, personal service, independent revenue, field placement or stipend agreements, memorandum of understandings, letter of understandings, inter-agency agreements and other agreements, including amendments and renewals.
- Develop and oversee Request for Proposals/Applications/Qualifications (RFP/RFA/RFQ) and other processes related to competitive bidding.
- Prepare Board Agenda Items for contracts and RFP/RFA/RFQs that require review and approval by the Board of Supervisors.
- Compile, analyze and distribute reports and documentation related to contract data in order to monitor and manage contract services during the year and renew contracts as required in order to prevent a lapse in services.
- Research and analyze various issues related to contract services including contract language compliance with Federal, State and local regulations.
- Monitor contractor compliance with the terms of agreements and mediate issues as they occur.
- Maintain appropriate data and documentation as required by funding and/or other agencies.
- Develop, implement, and maintain personal computer systems to track data and analyze trend projections.
- Track and analyze statistical & reporting data on a monthly, quarterly and/or annual basis.
- Present and display information effectively using various software programs.
- Plan and coordinate day-to-day operations, staff and activities of the Department's contract services division.
- Develop Annual Strategic Plan and Departmental Goals, including process improvements and policy updates; and assign and review the work of others, complete evaluations and meet regularly with staff and peers.
- Serve as a subject matter expert to provide consultation and support the department and Senior Leadership Team in all contracts and agreement related issues, including memorandum of understanding and letter of understanding.
- Be innovative and flexible in managing and problem resolution.
- Plan, organize, and direct the work of subordinate staff and promote teamwork.
- Develop and mentor staff on a continuous basis and promote an atmosphere of continuous improvement.
- Effectively handle all aspects of personnel related matters.
- Utilize conflict resolution skills in a proactive, mentoring manner.
- Develop, negotiate, review and administer contracts and agreements.
- Lead and gain consensus among diverse groups of individuals.
- Analyze both simple and complex administrative, budgetary, recruitment and/or organizational issues.
- Conduct research and organize information to prepare required reports.
- Understand, interpret and apply laws, rules and regulations as they relate to assigned areas of responsibilities.
- Analyze situations accurately and adopt an effective course of action.
- Communicate effectively, orally and in writing, in order to present reports and recommendations to individuals and groups.
- Be able to read and understand a detailed document as well as compose and write complex thoughts/concepts into understandable written form.
- Establish goals and objectives, participate in strategic planning and outcome measurement.
- Communicate and work effectively with BHRS leadership team, County Counsel, contractors, staff, representatives of State and Federal agencies, local public and private agencies, regulatory agencies and with Administration (some travel may be required).
- Demonstrate the knowledge of, and adhere to, all applicable professional/regulatory practice acts, State/Federal regulations, and policies and procedures, including applicable regulatory agencies.
- Understand and promote the Vision-Mission-Value statement of Stanislaus County and BHRS; Make decisions permitting essential functions to be carried out in an accurate, timely manner.
- Write clearly, succinctly and effectively.
- Add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.

MINIMUM QUALIFICATIONS

KNOWLEDGE/SKILLS/ABILITIES

- Principles and practices of supervision, management and human resource development.
- Principles and modern methods of public and business administration with special reference to organization, fiscal and personnel management, employment development, intergovernmental relations, and budgetary preparation and expenditure.
- Modern office practices, including policy and procedure development, workflow, forms and equipment.
- Applications of statistical methods from information processing to management analysis.
- Contract and procurement processes and regulations.
- Budgeting and cost allocation methodologies.
- Computer applications with significant working experience (i.e. Word, Excel and PowerPoint).
- Behavioral Health Service Act (BHSA), formerly known Mental Health Services Act (MHSA), components and essential elements and how they inform the transformation of the public mental health system, including stigma reduction.
- Regulatory Agencies and Compliance requirements.
- Equal Employment Opportunity principles; and multicultural skills, knowledge and experience with diverse populations.

EDUCATION & EXPERIENCE

- Minimum of (5) five years' experience, in a large public or private organization, performing all aspects of contracts management as described within "Typical Tasks."; AND
- Graduation from an accredited four-year college or university with a bachelor's degree in Business Administration, Finance or Public Administration, or a closely related field.

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

DESIRABLE QUALIFICATIONS

- Possession of a master's degree in business or public administration is highly desirable.

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 date deadline will result in disqualification.



**STANISLAUS
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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?



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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

Approximate annual base salary:

\$87,131 - \$130,686 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 if 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 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: September 4, 2024

Oral Examinations are tentatively scheduled for the week of September 9, 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.