



# THE COUNTY OF STANISLAUS

## ENVIRONMENTAL RESOURCES DEPARTMENT



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

*\*See inside for details*

## Assistant Director

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

Please apply by November 8th, 2024

## ABOUT THE DEPARTMENT

The Department of Environmental Resources (DER) has a total of eight (8) service areas which include Administration, Environmental Health, Code Enforcement, Solid Waste, Hazardous Materials, Landfill, Groundwater Management and Milk and Dairy. The Department has 91 full-time employees, with a Fiscal Year Adopted 2024 total budget of \$42.3 million.

## IDEAL CANDIDATE

The ideal candidate is a seasoned professional with outstanding leadership, creativity, communication, and interpersonal skills, as well as extensive broad experience in diverse environmental programs. In this role you will represent the Department of Environmental Resources by guiding, presenting, and consulting with/to staff, county officials, and public bodies on critical environmental resource matters, ensuring informed decision-making and effective program implementation. Demonstrating strong leadership and collaboration, you'll foster teamwork and partnerships across departments, agencies, and community groups. You will oversee departmental budgets, lead staff appointments, training, and evaluations, and develop insightful reports to assess and enhance departmental performance. This role requires a proactive, strategic leader who excels at driving results and building relationships throughout the County.



*Interested in learning more about Environmental Resources?  
Scan the QR code or visit: [www.StanCounty.com/er](http://www.StanCounty.com/er)*

## THE POSITION

Under direction of the Department Head and the policy direction of the Board of Supervisors, the Assistant Director administers, directs, and coordinates the activities of the Department of Environmental Resources eight (8) programs which include Administration, Environmental Health, Code Enforcement, Solid Waste, Hazardous Materials, Landfill, Groundwater Management and Milk and Dairy, and assists the Director in carrying out the objectives of the Board in addressing infrastructure and service needs for the citizens of Stanislaus County. The Assistant Director will likely be assigned the primary responsibility for one or more of the program areas based on the qualifications and experience of the selected candidate.



## TYPICAL TASKS

- Advise and consult with Board of Supervisor's and county staff on environmental resource matters and negotiate contracts and fees for services provided;
- Enforce environmental, health and sanitation laws and regulations;
- Administer a fee-for-service program;
- Prepare and submit grant and funding applications, ensuring accurate tracking and reporting of all received funds and their expenditures;
- Audit and conduct efficiency studies and otherwise monitor program activities;
- Plan for department activities and oversee capital improvement projects; functional assignments, ordinance and statute implementation; and procedural modifications relating to departmental activities and functions;
- Prepare departmental budgets and responsibility for expenditure control;
- Review and develop reports and statistics for evaluation of department workload, accomplishments, and other departmental related issues;
- Consult with supervising staff regarding difficult problems and coordinate finding of solutions;
- Coordinate programs and confer with other agencies and departments regarding activities and/or concerns;
- Make presentations to, and confer with, public bodies and community groups; and;
- Perform research and prepare correspondence and reports.



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

## MINIMUM QUALIFICATIONS

### KNOWLEDGE

- State and Federal Solid Waste, Milk and Dairy, Hazardous Materials, Groundwater Management, Code Enforcement and Environmental Health and Sanitation Law;
- Principles and practices of public health, particularly environmental health, sanitation inspection and investigation;
- Administrative principles and techniques including organization, budgeting, personnel, and supervision;
- Principles of accounting as related to billing and collection systems;
- Grant procedures and requirements;
- Objectives and organization of the Environmental Resources Department
- Regulations, practices and trends in environmental resources;
- Practices and procedures related to the management and administration of local government;
- Budget development, justification, presentation, and administration of local government funds and grants;
- Federal, State, and local rules, regulations, and guidelines related to occupational and regulatory requirements, reporting, and practices; and
- Current legislation affecting environmental resources.

### SKILLS/ABILITIES

- Effective leadership;
- Work collaboratively with County departments, Federal, State, and local agency staff;
- Implement business improvement processes;
- Plan and project review, approval process abilities for environmental resources and capital improvement projects;
- Formulate and interpret policy and procedures;
- Understand statutes and regulations and explain their application to others;
- Prepare and administer a budget;
- Work effectively under stressful and/or sensitive situations; and
- Speak and write effectively, as well as propose clear and concise records and reports.

### EDUCATION & EXPERIENCE

- Bachelor's degree in environmental engineering, Environmental Studies, Public or Business Administration, Public Health, Health Science or related field; AND
- Four (4) years of progressively responsible experience as a manager in Environmental Health, Hazardous Materials, Fiscal Management, & Groundwater Management including at least three (3) years of supervision experience.

### 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.

- Master's degree in environmental engineering, Public or Business Administration, Public Health, Health Science or related field;

OR

- Four (4) years managerial experience including supervision over Environmental Resource Programs;

OR

- Registered Environmental Health Specialist or equivalent;

OR

- Proof of a current eligibility letter from the California Department of Health Services;

OR

- Possession of a Manager of Landfill Operations (MOLO) Certification from the Solid Waste Association of North America (SWANA)

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

*Proof of education will 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. 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  
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

Approximate Annual Base Salary:  
**\$109,449- \$164,195**

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](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 November 8, 2024**

**Oral Examinations are tentatively scheduled for the week of November 18, 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.