



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

*\*See inside for details*

# **Business Manager (Manager I/II/III)**

Office of Emergency Services

**\$68,890 - \$130,686 Annually**

Apply by December 2, 2024



Take Your Place.

# ABOUT THE DEPARTMENT

The Office of Emergency Services (OES) is responsible for Emergency Management, Office of the Fire Warden which includes the Fire Prevention Bureau, and the Local Emergency Medical Services Agency (LEMSA). OES provides preparedness and coordination for large-scale emergencies and disasters. OES Coordinates with County departments, and partners with public and private agencies including nine cities, special districts, and fire agencies in providing planning, response, recovery, and mitigation activities as a result of disaster related incidents and also provides mutual aid management for Fire and Rescue, OES and EMS. The LEMSA is a State and County authorized agency that provides planning, implementing, evaluating, and establishing of local EMS systems including pre-hospital services, trauma and specialty care and develops/approves medical treatment protocols and policies for local EMS service providers. The LEMSA also provides certification and accreditation of EMS field personnel.

The Department has 29 full-time employees, with a Fiscal Year Adopted 2025 total budget of \$10.8 million.

# WHO WE ARE

As the Stanislaus County Office of Emergency Services, we strive to provide a safe and resilient community through emergency management and coordination within the Stanislaus County Operational Area. Our goal is to protect lives, property and the economy by preparing, planning, mitigating, responding and recovering from disasters and emergencies.

Here are some of the services we offer:

|   |   |  |
|---|---|--|
| <p>Office of<br/>Emergency Services</p> <ul style="list-style-type: none"><li> Disaster Council</li><li> Planning &amp; Preparedness</li><li> Community Preparedness</li><li> Operational Area Council</li><li> Disaster Service Workers</li></ul> | <p>Fire Warden</p> <ul style="list-style-type: none"><li> Fire Warden Office</li><li> Fire Authority</li><li> Community Emergency Response Team</li><li> Safety Education</li></ul> | <p>Emergency Medical<br/>Services</p> <ul style="list-style-type: none"><li> CPR Certification</li><li> EMS Forms &amp; Policies</li><li> EMS Training</li><li> Paramedic/Flight Paramedic Accreditation</li></ul> |
|---|---|--|



## THE POSITION

The Office of Emergency Services is seeking an experienced, knowledgeable, and public service-oriented Manager I, II, III (Business Manager). The Business Manager reports directly to the Director and is responsible for the Department's accounting functions, grants management, budget and human resources. The Business Manager III will have responsibilities that include budget preparation, monitoring of revenue and expenditures within the operational budget units, managing and writing grants, and preparation of comprehensive spreadsheets and effective interaction with customers. This position will also act as the Human Resources Manager and Department Equal Rights Officer, providing support to the staff, assisting with employee discipline and equal rights issues.

*Interested in learning more about the Office of Emergency Services?*

*Scan the QR code or visit [www.StanOES.com](http://www.StanOES.com)*



## IDEAL CANDIDATE

The ideal candidate will demonstrate a strong background in local government finance, grants, and budgeting, is an experienced professional who has exceptional leadership, creativity, and interpersonal skills, and possesses broad experience in administration, budget, fiscal, human resources, and operations. This individual will be an excellent communicator, will develop and present complex information to multiple audiences, and will thrive in an environment focused on innovation. They will have a proven track record of identifying and implementing solutions to balance competing priorities while maintaining focus on fiscal resiliency.



## TYPICAL TASKS

- Oversee and coordinate day-to-day operations, staff, and activities of the Department's financial functions including but not limited to budget tracking, purchasing, payments, financial reporting, and federal and state grant tracking;
- Plan, supervise, and direct activities of staff assigned to budget and finance activities (including assignment and review of work and completion of evaluations);
- Direct the preparation of the Department annual budget and act as leader of the budget team to develop, administer, and implement department fiscal policies and procedures;
- Manage Department budget process, including developing and compiling revenue and expenditure data, prepare and assist in the formation of budget plans, estimates, and preparation of budget narratives;
- Monitor and analyze revenue, expenses, and other budget factors determining budget variances and actions to mitigate appropriate fee schedules and cost recovery methods;
- Ensure all financial functions support enforcement of regulations governing the Department's various funding sources and exercise all appropriate budgetary controls;
- Serve in a consultative role to other division managers to gather, understand, and interpret their program budget/operational requests to facilitate implementation of their goals and objectives;
- Prepare clear, concise, and comprehensive analysis on matters affecting the overall administration of the Department's finance, budget, human resources, and economic conditions;
- Develop guidelines, policies, and procedures to ensure ethical accounting and billing practices compliant with Federal/State regulations;
- Develop, implement, analyze, and maintain data trend projections on a monthly, quarterly, and/or annual basis;
- Develop and present reports, technical, and administrative documents (including Board agenda items, contracts, resolutions, and notices);
- Present and display information effectively using various software programs;
- Participate and implement team-building, strategic planning, organizational change, and performance measures;
- Represent the Department on various organization-wide work teams and committees;
- Represent the Department head at meetings and conferences related to budgetary matters;
- Assist in the development of Department policies;
- Assist with the assessment of project viability, eligibility, and feasibility based on available resources and statues.

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



## EDUCATION & EXPERIENCE

### MANAGER I

- Graduation from an accredited four-year college or university with a degree in Accounting, Economics, Finance, Public or Business Administration; AND
- Two (2) years' experience performing complex supervisory-level accounting, finance, or budgeting.

### MANAGER II

- Graduation from an accredited four-year college or university with a degree in Accounting, Economics, Finance, Public or Business Administration; AND
- A minimum of three (3) years' experience performing complex supervisory-level accounting, finance, or budgeting; OR
- One (1) year equivalent to a Manager II in Stanislaus County performing duties involving accounting, finance, or budgeting.

### MANAGER III

- Graduation from an accredited four-year college or university with a degree in Accounting, Economics, Finance, Public or Business Administration; AND
- A minimum of four (4) years' experience performing complex supervisory-level accounting, finance, or budgeting; OR
- One (1) year equivalent to a Manager II in Stanislaus County performing duties involving accounting, finance, or budgeting.

**For all patterns - 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 may be required for verification purposes after the eligible list has been established as part of the selection interview process. Proof of education (transcripts and/or degree) may be attached at the time of online application submission if available.**

## DESIRABLE QUALIFICATIONS

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

- Minimum of one (1) year of experience in Human Resources

## KNOWLEDGE/SKILLS/ABILITIES

- Public and Business Administration and Management
- Legislative Processes
- Governmental Cost Accounting, Budgeting, and Procurement
- Generally Accepted Accounting Principles (GAAP)
- Personnel and Human Resources
- Accounting & Budget
- Learning Strategies
- Enterprise Resource Planning Software
- Project Management
- Law & Government
- Software Programs
- English Language
- Complex Problem Solving
- Conflict Resolution
- Critical Thinking
- Management of Personnel Resources
- Coaching and Mentoring
- Writing
- Speaking
- Instructing
- Systems Analysis
- Judgment & Decision Making
- Time Management





**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:**  
**\$68,890- \$130,686**

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 December 2, 2024**

**Oral Examinations are tentatively scheduled for the week of December 16, 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.