



# THE COUNTY OF STANISLAUS

COMMUNITY SERVICES AGENCY



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

*\*See inside for details*

**StanWORKs Associate Director**

**\$123,364 - \$185,057 Annually**

Apply by December 26, 2024

Interviews are tentatively scheduled for the week of January 6, 2025

## THE IDEAL CANDIDATE

We are seeking a candidate who exemplifies a commitment to public service and possesses a clear vision for the objectives of the StanWORKs division. The ideal candidate will demonstrate strong leadership capabilities and the ability to manage operations, while also providing support to Senior Managers. As a member of the CSA's Senior Executive Team, this individual will be expected to foster collaboration both within the division and across the department. The Associate Director should be a proven leader with a strong focus on customer service, possessing exceptional communication and interpersonal skills. This role will report directly to the CSA Director and will entail the responsibility of establishing the division's goals while ensuring compliance with all relevant federal and state regulations.

## ABOUT THE DEPARTMENT

The Community Services Agency (CSA) offers a wide array of social services to the community. With a workforce of more than 1,100 employees, CSA operates on an annual budget exceeding \$326 million. The agency collaborates with County government bodies and various community-based organizations to provide services that are culturally sensitive and accessible. More than 308,000 residents benefit from CSA's services. The Agency is structured into five divisions: (1) Adult, Child, and Family Services Division (ACFSD); (2) StanWORKs Division; (3) Finance and Operations Division; (4) Housing and Homelessness; and (5) Administration. The StanWORKs Division encompasses programs such as CalWORKs, CalFresh, Medi-Cal, Child Care, General Assistance, Refugee Programs, Civil Rights, Hearings, CalSAWS, and Special Investigations.

*We build community by cultivating safety, stability, and resiliency – strengthening the foundation for all.*

## STANWORKS PROGRAMS

The StanWORKs Division encompasses programs such as CalWORKs, CalFresh, Medi-Cal, Child Care, General Assistance, Refugee Programs, Civil Rights, Hearings, CalSAWS, and Special Investigations.

Click the icons to learn more about some of the StanWORKs programs.



[CalWORKs  
Program](#)



[Child Care  
Program](#)



[CalFresh  
Program](#)



[General  
Assistance](#)

## TYPICAL TASKS

- Plan, organize, direct, and manage the functions and programs of the StanWORKs division;
- Review and analyze legislation, regulations and directives to determine their impact on program goals and objectives, program administration and the community;
- Develop plans and policies for implementing legislation, regulations and directives within the framework of broad guidelines established by the Director;
- Develop and carry out program evaluation to determine whether goal and objectives are being met and to anticipate the need for new or modified services;
- Coordinate audits and program reviews;
- Develop and implement corrective actions as needed to assure high quality of performance within the Division;
- Plan, develop and monitor the division's budget;
- Negotiate and monitor contracted services;
- Confer with representatives of the State Department of Social Services and with other State and Federal agencies regarding policy and operational matters;
- Act as Director during the Director's absence;
- Direct planning of staff development activities, including training, recruitment, retention, and evaluation;
- Represent the Agency in contacts with the public, community organizations and other government entities;
- Make presentations before the Board of Supervisors as directed by the Director, in addition to making presentations to public and private groups regarding the Community Service Agency's programs;
- Direct grant application activity and Requests for Proposals issued from the Division; and
- Participate in labor relations activities, including negotiations, meet and confer sessions, and general meetings on issues related to the division;
- Provide leadership and services as a subject area expert on StanWORKs matters, providing technical advice to other departments and agencies;
- May serve as staff for and provide advice to boards, commissions and committees;
- Oversees the coordination and administration of StanWORKs programs.



*Apply today and  
make a difference in  
Stanislaus County!*



# MINIMUM QUALIFICATIONS

## KNOWLEDGE/SKILLS/ABILITIES

- Public Social Services Administration
- Principles of Public Funding
- Budget Preparation & Monitoring
- Personnel Management, Supervision, Coaching, and Training
- Developing Goals, Objectives, Action Plans, and Performance Measurements
- Evaluating Legislation and Regulations
- Developing Operational Policies and Procedures
- Customer and Personal Service
- Administration and Management
- Education and Training
- Personnel and Human Resources
- Law and Government
- Active Listening
- Critical Thinking
- Reading Comprehension
- Speaking
- Social Perceptiveness
- Management of Personnel Resources
- Management of Financial Resources
- Learning Strategies
- Systems Analysis
- Active Learning
- Service Orientation
- Complex Problem Solving
- Instructing
- Oral Expression
- Oral/Written Comprehension

## EDUCATION/EXPERIENCE

- Graduation from an accredited four-year college or university with a Bachelor's Degree in Public or Business Administration, Social Work, Counseling, Social Sciences or closely related field; AND
- Two years experience as a Stanislaus County Manager IV; OR
- Four (4) years of progressively responsible experience at management level in a large public sector organization performing work in social service program management, outcome-based decision making, applying and interpreting State and Federal regulations and law including budget preparation, contract administration, project management and program planning and evaluation

*Proof of education is required for verification purposes at the time of application. Applicants who are unable to submit proof must call 209-558-1200 to make other arrangements before 5:00 p.m. on the final filing date. Failure to submit proof or make other arrangements before the final filing deadline will result in disqualification.*

*For further information on the Community Services Agency, scan the QR code or visit [www.csa-stanislaus.com](http://www.csa-stanislaus.com)*





**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:

**\$123,364 - \$185,057**

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](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 Human Resources 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: December 26th, 2024**

### **Oral Examinations are tentatively scheduled for the week of January 6th, 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.