



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

**See inside for details*

Staff Services Coordinator

Stanislaus County Workforce Development

\$81,993 - \$99,652 Annually

Please apply by December 26, 2024



**STANISLAUS
COUNTY HUMAN
RELATIONS**

Take Your Place.

THE POSITION

The Staff Services Coordinator will advise the Director and Senior Management of Stanislaus County Workforce Development in federal, state and local policy and regulation interpretation. This position will supervise the Contracts and Planning Unit of the Department, which procures, negotiates, writes, tracks, monitors, amends, renews and terminates contracts. The Contracts and Planning Unit is also responsible for planning and administrative duties for the Department. The Staff Services Coordinator will also analyze legislation, contracts, grant opportunities, and proposals and make written and verbal reports.

*Becoming a community of choice, where people live, work, and thrive -
a place worthy of calling home.*

THE IDEAL CANDIDATE

The Workforce Development Department is looking for a self-motivated, highly organized member of the team that is detail-oriented and able to maintain consistency in high pressure, quick-paced work with tight deadlines. This candidate will be experienced with initiating and administering contracts for both goods and services. Ideally, this candidate should also have experience and familiarity with employment programs, such as Workforce Innovation and Opportunity Act and Welfare to Work, as well as operating and fiscal procurement. The candidate will be customer-oriented and able to work with a variety of internal and external service providers and people in other local areas.

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

Knowledge/Skills/Abilities

- Customer Service
- Law and Government
- English Language
- Active Listening and Learning
- Reading Comprehension
- Speaking
- Grant Writing
- Critical Thinking
- Fiscal and Program Monitoring
- Complex Problem Solving
- Social Skills
- Judgement and Decision Making
- Attentiveness
- Idea Generation and Reasoning Abilities
- Leadership Techniques
- Effective negotiating
- Procurement and Contract Management
- Bids and proposals
- Report writing
- Research



THE TYPICAL TASKS

The Staff Services Coordinator may perform some or all of the below duties. This is not an all-inclusive list:

- Supervision of staff assigned to the Department's Contracts and Planning Unit.
- Prepare/Coordinate/manage grant applications and grant awards for the Department.
- Analyze vendor funding proposals and make recommendations.
- Prepare written and verbal reports; stay organized and on top of key due dates.
- Oversee contract procurement and contract management processes for the Department.
- Coordinate the collection and publication of local labor market information.
- Analyze and understand legislation, program requirements, contracts, and proposals.
- Be familiar with procurement standards and risk assessment.
- Facilitate the preparation, processing and evaluation of Request for Proposals.
- Oversee and maintain Department policies and procedures.
- Perform contractor program and fiscal monitoring; serve as point of contact for State monitoring.
- Participate in long-and-short-term plans for the provision of the Department services.
- Negotiate and monitor complex contracts or agreements for various services.
- Review bids, proposals, and contracts for correctness, and accountability of terms and conditions.
- Plan/write/present agenda items for the Workforce Development Board and Board of Supervisor meetings.
- Effectively review the work products of staff to ensure accuracy standards are met.
- Ensure the communication (written and verbal) released from Contracts and Planning staff are accurate and within professional writing standards.
- Coordinate the implementation of varying initiatives and projects.
- Driving is required for meetings and monitoring of various contractors throughout the county.
- Other duties as assigned.

For the full job description and typical tasks, scan the QR code or click [here](#)



EDUCATION & EXPERIENCE

- Graduation from an accredited four-year college or university with emphasis preferable in public or business administration.

AND

- Two (2) years performing duties comparable to the position of Staff Services Analyst. OR
- Two (2) years of administrative, managerial, or supervisory experience performing work as described above in Typical Tasks. OR
- Two (2) years performing duties in a professional career demonstrating progressive higher levels of responsibility, or project/program coordination.

DRIVER'S LICENSE:

- Applicants must possess and maintain a valid California Driver's License and remain free from repeated preventable accidents.

DESIRABLE QUALIFICATIONS:

- Minimum of one (1) year experience with employment programs such as, Workforce Innovation and Opportunity Act (WIOA) and Welfare to Work (WTW); OR
- Minimum of one (1) year Procurement and Contract Management experience.

Proof of education will be required for verification purposes at the time of application. Applicants who are unable to submit proof must call (209) 247-7668 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.

*Interested in learning more
about Workforce Development?*

*Scan the QR code or visit
www.StanWorkforce.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
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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:

\$81,993 - 99,652 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
- 2 weeks annual vacation upon entering County service
- 16 additional vacation hours annually
- 96 hours of sick leave annually
- 12 paid holidays annually
- 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 eligible employees 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 Classified Service of the County and is assigned to the Technical Services bargaining unit for labor relations purposes.

Individuals who are in a full-time classification position are required to serve a twelve-month probationary period, which may be extended an additional six months, for a total of eighteen months.

APPLICATION PROCEDURES/FINAL FILING DATE: DECEMBER 26, 2024

Oral Examinations are tentatively scheduled for the week of January 6, 2025.

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 Relations.