



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

**See inside for details*

Field Representative (Confidential Assistant III)

Board Of Supervisors

\$48,380 - \$72,550 Annually

Apply by January 31, 2025



ABOUT THE COUNTY

Stanislaus County is located in Central California within 90 minutes of the San Francisco Bay Area, the Silicon Valley, Sacramento, the Sierra Nevada Mountains and California's Central Coast. With an estimated 552,878 people calling this area home, the community reflects a region rich in diversity with a strong sense of community. Two of California's major north-south transportation routes (Interstate 5 and Highway 99) intersect the area and the County has quickly become one of the dominant logistics center locations on the west coast.

The County is home to a vibrant arts community with the world-class Gallo Center for the Arts, a symphony orchestra, and abundant visual and performing arts. Stanislaus County is a global center for agribusiness, positioned by its mild Mediterranean climate, rich soils and progressive farming practices. The area is recognized internationally for agricultural innovation with wine, almonds, poultry, milk, cattle, and walnuts being some of the featured industries. The County is also home to California State University Stanislaus, Modesto Junior College and benefits from satellite locations of other high-quality educational institutions. The County was established in 1854 and has a total land area of 1,515 square miles. Temperatures range from an average low of 43 degrees in the winter, to an average high of 92 degrees in the summer. Temperatures move up into the high 90s during the summer months with low humidity and cool evening breezes from the San Joaquin Delta.



Here at **Stanislaus County**, our mission is
“We Build Community”...

Check out our 5 values!



We believe **EACH**
PERSON MATTERS



We work every day to
earn people's **TRUST**



We are
GOOD PARTNERS



We encourage
INNOVATION



We deliver
RESULTS

THE POSITION

The Board of Supervisor's Office is currently recruiting to fill an opening for Field Representative (Confidential Assistant III) for Supervisorial District Five. The Field Representative is assigned to assist a County Supervisor in a public and confidential capacity by performing basic research and constituent liaison work. This position is typically designated as full-time, but part-time opportunities may be available. Assignments include working in the Board of Supervisor's Office located in downtown Modesto and public constituent work located at a variety of locations within the Supervisor's district.

The individual in this position is expected to utilize a high degree of judgment, tact and discretion in performing assigned duties and is further distinguished from other classifications by consideration of the following factors:

- The extent to which the incumbent performs executive assistant work relieving the County Supervisor from operating details; and
- The frequency or likelihood of the need to respond to inquiries or requests in a timely, appropriate and knowledgeable manner in the absence of direct supervision or explicit guidelines.

THE IDEAL CANDIDATE

The ideal candidate for this position will be a highly skilled, detail-oriented professional who thrives in fast-paced, high-pressure environments. They will act as a liaison between the County Supervisor and a variety of stakeholders, including department heads, Municipal Advisory Councils, Community Service Districts, and Special Districts. This role requires a proactive problem-solver capable of managing complex tasks, performing administrative duties, and representing the Supervisor at meetings, events, and community functions.

The ideal candidate will possess strong organizational skills, political insight, and the ability to build effective relationships. They will effectively represent the Supervisor's interests while managing multiple responsibilities. This position requires someone who can work independently, adapt to evolving needs, and maintain a professional, service-oriented approach.

*Scan the QR code to learn more
about the Board of Supervisors or
visit www.stancounty.com/board/*



THE TYPICAL TASKS

- Compose correspondence for the County Supervisor, often independently, requiring knowledge and judgment in the selection of data or interpretation of laws, rules or policies and assure documents are error free
- Act as liaison between County Supervisor and department heads
- Schedule travel arrangements and make reservations
- Attend and take notes at meetings and prepare summaries
- Perform administrative functions such as mail, managing emails, meeting setup and customer service (including phones and office visits)
- Investigate and resolve constituent inquiries and complaints
- Serve as a liaison between Municipal Advisory Councils, Community Service Districts, Special Districts and the Supervisor
- Schedule and coordinate the Supervisor's appointments and meetings, maintain Supervisor's calendars
- Provide agendas and appropriate materials needed for meetings
- Review and answer routine correspondence, respond to inquiries as directed
- Represent the Supervisor, as directed, at meetings and social functions
- Prepare oral and written reports
- Make public presentations
- Work with minimal direction
- Maintain interdepartmental relations

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



MINIMUM QUALIFICATIONS

KNOWLEDGE/SKILLS/ABILITIES

- County, State and Federal Government procedures
- Familiarity with sensitive issues of the district
- Familiarity with social media and modern office equipment
- Familiarity of local elected officials and their responsibilities
- Make public presentations and speeches to any number of people
- Maintain confidentiality and good judgment
- Establish and maintain records and files, some of which may be confidential
- Maintain good working and public relations
- Research and investigate administrative problems and take the appropriate action
- Approve or resolve by oneself constituent complaints
- Interpret rules, laws and policies and apply them with good judgment
- Prepare and present basic thorough, comprehensive reports and recommendations
- Adapt with flexibility to change
- Properly compose business letters and memos

EDUCATION & EXPERIENCE

PATTERN I

- Two (2) years of journey-level clerical experience performing duties involving customer service, public relations, or scheduling and maintaining calendars.

PATTERN II

- One (1) year of journey-level clerical experience performing duties involving customer service, public relations, or scheduling and maintaining calendars; AND
- Twenty-four (24) semester units or thirty-six (36) quarter units in relevant college coursework or business school training.

DESIRABLES QUALIFICATIONS

- Graduation from an accredited four-year college or university with a degree in Political Science, Public or Business Administration or a closely related field; OR
- 12 months as aid or clerk supporting an executive or elected official

Proof of education may 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 by application deadline. 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:
\$48,380 - \$72, 550 Annually

The County of Stanislaus provides a competitive and comprehensive benefits package for Confidential 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% of base salary
- \$400 annual Professional Development reimbursement
- Two weeks annual vacation accrued during first year of employment
- 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

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 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" for labor relations purposes.

Full-time employees will participate in the Stanislaus County Pay-for-Performance program, as well as receive additional benefits.

Part-time extra-help is a provisional classification where permanent status may not be obtained. This position is subject to overtime, standby, shift, and callback assignments and will perform related duties as assigned. This position is non-benefited except for participation in a 401a program with Nationwide.

Incumbents may also be subject to overtime, standby, callback, weekend, holiday and shift assignments as identified in their MOU (Memorandum of Understanding).

The Job Task Analysis provides information detailing the physical and functional demands of the classification. For the complete job task analysis, visit the Risk Management website at <http://www.stancounty.com/riskmgmt/> under the "Disability" tab.

APPLICATION PROCEDURES/FINAL FILING DATE: January 31, 2025

Oral Examinations are tentatively scheduled for the week of February 10, 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 Resources.