



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

**Executive Assistant
 (Confidential Assistant IV)**

First 5 Stanislaus

\$58,115 - \$87,152 Annually

Apply by February 5, 2025



Take Your Place.

ABOUT THE POSITION

This Executive Assistant/HR Analyst position is a dynamic and multifaceted role supporting the Executive Director of First 5 Stanislaus. The position requires exceptional organizational skills and meticulous attention to detail. The role involves managing highly confidential information, ensuring compliance with policies and regulations, and providing administrative and human resources support. Key responsibilities include composing, editing, and proofreading complex documents, coordinating logistics for meetings and events, managing busy calendars, and administering compliance programs. Additionally, this role involves managing departmental communications and maintaining filing systems and operational records.

The Confidential Assistant IV is critical to the smooth operation of the department, requiring the ability to work independently, handle sensitive information with discretion, and represent the organization professionally in various settings.

*Interested in learning more about First 5 Stanislaus? Scan the QR code
or visit <https://www.first5stan.org/>*



THE IDEAL CANDIDATE

The ideal candidate is a skilled professional with a strong background in administrative and human resource functions, adept at juggling multiple priorities in a fast-paced environment. They demonstrate exceptional attention to detail and a high level of discretion in handling confidential matters.

Proficiency in office software, familiarity with local government processes, and knowledge of the Brown Act are essential for success in this role. The candidate excels in communication, both written and oral, and has the ability to prepare, analyze, and present information clearly and accurately.

A proactive problem solver, the ideal candidate is organized, adaptable, and collaborative. They thrive on maintaining high standards of accuracy and efficiency while ensuring compliance with legal and organizational policies. This individual values diversity, fosters positive relationships, and is committed to providing excellent service to internal and external stakeholders.



WHO WE ARE

First 5 Stanislaus is dedicated to helping children and families thrive by providing the best possible start in life. The department funds 18 Family Resource Centers across the community, including 8 centers located on school sites. These centers offer workshops, classes, and groups tailored for caregivers, providers, and children. Programs include advocacy and parent leadership, prenatal-to-age-5 parent groups, parenting classes, school readiness, and literacy initiatives.

To inspire literacy and spark imagination in children throughout Stanislaus County, First 5 Stanislaus partners with the Stanislaus County Office of Education Charitable Foundation through the Dolly Parton Imagination Library program. Additionally, First 5 Stanislaus collaborates with local organizations to promote safety and prevent injuries. As a member of the Safe Kids Stanislaus board, First 5 works to raise awareness about preventable injuries within the community.

We are providing opportunity and positive change to families through Stanislaus County!

THE FACTS



15,932 Children, parents, and providers reached through First 5 Stanislaus and its partners.



4,881 books were distributed to children to nurture a desire to read and to support literacy skills at home.



8,477 parents and caregivers of children 0-5 **provided with education and support.**



1,101 children and their families **participated in literacy services.**



57% of participants served through First 5 Stanislaus are from Hispanic, Asian, African American, or multi-racial population groups.



For review of the full 2024 First 5 Stanislaus' Annual Report, scan the QR code.



THE TYPICAL TASKS

- Handle highly confidential information and documents with discretion
- Information management, including collecting, reviewing and distribution of information
- Compose, write, edit and proofread detailed documents
- Monitor annual compliances (700 Forms, AB1234 Ethics Compliance, State Audits, and State Reporting)
- Credit Card reconciliation adhering to appropriate County and Commission policies
- Prepare and assist with departmental presentations
- Building maintenance through GSA and property owner
- Prepare and post committee and Commission meeting calendar, notices, agendas, agenda packets, and other items per Brown Act guidelines and record minutes
- Attend internal, commission, and community meetings and events as directed
- Take notes or minutes, collate action items, prepare and circulate agendas, presentations and meeting packets
- Assist department in administrative functions such as proof-reading, correspondence, reports, mail handling, maintain office supplies, logistical support, and filing systems/organization
- Perform front line customer service such as answering phones and greeting visitors
- Support First 5's training program for partners and the community
- Represent the Executive Director in various County or partner meetings as necessary
- Administer and coordinate complex human resource functions (recruitment, training, risk management, personnel administrative, recognition awards, etc.)
- ITC/IT point of contact (software, phones, computers, web updates, etc.)
- Maintain Commission/Committee Binders to include updating binders with attested minutes
- Oversee all department payroll functions
- Prepare items for Chair Signature (Credit Cards, Travel Authorizations, Time Cards, etc.)
- Make out-of-County travel arrangements, and prepare travel authorizations for staff and Commissioners
- Coordinate Quarterly Contractor Meeting logistics
- Assist/develop and prepare contract agreements as necessary
- Revise Policies & Procedures Manual as necessary
- Safety representative, to include but not limited to conducting quarterly safety meetings, maintaining department and ergonomics compliances, monitoring AED, and working with risk management
- Schedule meetings and conference calls to include room reservations/setup, and meeting notifications
- Research and project management as necessary
- Use computer software applications to compile, analyze, chart and graph research data
- Provide support to Prop 10 funded programs
- Provide assistance to nine Commissioners as necessary
- Develop procedures for gathering data, monitoring and controlling projects or programs and coordinate the implementation of new procedures with department managers, staff and outside agencies
- Maintain files, filing systems and information/operational records; and
- Perform other duties as assigned

MINIMUM QUALIFICATIONS

KNOWLEDGE/SKILLS/ABILITIES

- Administrative and office procedures
- Local government
- Brown Act
- Principles of confidentiality
- Basic leadership and supervisory responsibilities
- Research methods
- Various filing systems
- Composing business correspondence
- Strong grammar and proofreading skills
- Presentation, training and facilitation skills
- Basic mathematics and accounting procedures
- Windows operating systems
- Microsoft Suite
- Website content management
- Active listening
- Critical Thinking
- Reading comprehension
- Effective communication
- Organization
- Time management
- Function under minimal supervision
- Judgement and decision making
- Human resources functions
- Operate office equipment related to the job
- Compile data for and prepare reports
- Oral and written communication
- Remain abreast of new laws, amendments and local rules as related to assigned duties/responsibilities

EDUCATION/EXPERIENCE

PATTERN I

- 60 college semester units in public or Business Administration, Communications, Human Resources, or a related field; AND
- Two (2) years experience working in an administrative, executive assistant, or human resources position performing functions involving collaborating with non-profits, public or government agencies, and community development; OR

PATTERN II

- Four (4) years of experience working in an administrative, executive assistant, or human resources position performing functions involving collaborating with non-profits, public or government agencies, and community development to have acquired the abilities and knowledge above.

DESIRABLE QUALIFICATIONS

In addition to the minimum qualifications, applicant screening will focus on the following desirable qualifications. Please list any of these qualifications you may have within the "Duties" section of the online application.

- One (1) year experience working with boards or commissions.

Proof of education is required for verification purposes at the time of application. Applicants who are unable to submit proof must call 209-202-9259 to make other arrangements before 5 pm on the final filing date. Failure to submit proof or make other arrangements before the final filing deadline 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**

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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:
\$58,115 - \$87,152 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" 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 FEBRUARY 5, 2025

Written 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.