



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

**See inside for details*

Health Resources & Services Administration
 Project Manager (Manager II)
 Health Services Agency

\$77,084 - \$115,606 Annually

Apply by January 31, 2025



THE POSITION

The Health Services Agency (HSA) Clinic & Ancillary division is seeking an experienced, knowledgeable, and customer service-oriented Health Resources & Services Administration (HRSA) Project Manager. Under the direction of the Director of Clinic Operations of HSA, the HRSA Project Manager will be responsible for the division's data analytics and reporting functions, HRSA Federally Qualified Health Center (FQHC) reporting and correspondence, and policy planning and development. The HRSA Project Manager will have responsibilities that include completion of the annual HRSA Uniform Data System (UDS) reporting; FQHC recertification and renewal of designation applications; managing and writing grants; data analytic support to the Director of Clinic Operations and HSA Medical Director; and general administrative support to clinic leadership. The incumbent is expected to assist in developing and implementing strategies to improve clinic and business efficiencies and work collaboratively with Community Health Center Board members, Clinic & Ancillary division management, staff and patients.

HSA holds strongly to its vision of "Healthy People in a Healthy Stanislaus" by developing its services with the community in ways that support the needs of the public.

We build community by promoting health and wellness through service and collaboration for all people in Stanislaus County!

5 Reasons to choose Health Services Agency as your workplace:



Health Services Agency is committed to supporting community health!

Make a difference in the community

Working at a Health Services Agency clinic will provide you with an opportunity work with an incredible and committed team who genuinely cares about our community and strives to provide top quality healthcare.

Build community partnerships and friendships through collaboration

Working in a clinic, you learn from many community agencies, healthcare partners, and education systems that combine resources to make a positive impact serving Health Services Agency patients.

Current employees shared that it's a great place to work!

Caring and compassionate co-workers, positive work culture, growth opportunities, and great job security.

Grow your skills and be innovative

Working at Health Services Agency offers many opportunities for professional growth in healthcare and community engagement. You will have opportunities to learn about current issues such as health and racial equity, healthcare trends, and community partnerships.

Be part of something bigger

Whether working with individuals or part of a team, you will be making an important impact on our community members of all ages and backgrounds from pediatric to senior patients.



THE TYPICAL TASKS

- Assist high-level Department managers in the planning, management, and implementation of programs, services, and quality initiatives;
- Prepare activity reports to inform management of the status and implementation plans of programs, services, and quality initiatives;
- Responsible to prepare reporting and data submission to HRSA to maintain the clinic system FQHC-LAL designation;
- Evaluate processes and technologies and suggest revisions to increase productivity and efficiency;
- Keep current on changes in Federal, State and local laws, regulations, rules and guidelines;
- Maintain communication between Community Health Center Board, medical staff, and department heads by attending board meetings and coordinating interdepartmental functioning;
- Develop and implement organizational policies and procedures for the facility or medical unit;
- Assist in providing oversight and direction to administrative staff within the clinic system;
- Understand organizational and legal implications of various actions;
- Monitoring and ongoing re-prioritization of multiple projects tasks to meet critical deadlines;
- Analyze administrative problems accurately, identify solutions, make logical decisions and practical recommendation;
- Monitoring, notifying and tracking of HRSA and DHCS posted policies and guidance;
- Coordinate with the Clinic Support Services Manager in the planning, development and implementation of larger projects; and
- Preparation of complex correspondence, statements and reports and other data as required in the maintenance of various clinic licensures, certifications and FQHC-LAL designation.

MINIMUM QUALIFICATIONS

SKILLS/ABILITIES

- Complex Problem Solving
- Public Relations & Communication
- Oral and Written Communication
- Policy Development & Compliance
- Judgement & Decision Making
- Reading Comprehension
- Active Learning
- Critical Thinking
- Systems Analysis
- Finance Management
- Time Management
- Operations Analysis

KNOWLEDGE

- Administration and Management
- Customer and Personal Service
- Computer and Electronics
- Education and Training
- Law and Government
- Performance Management & Results Based Accountability
- Strategic Planning

*Interested in learning more about
Health Services Agency?*

Scan the QR code or visit www.schsa.org





EDUCATION/EXPERIENCE

- Graduation from an accredited four-year college or university with a degree in Business Administration, Public Administration, or a closely related field; AND
- One (1) year of management level experience with an emphasis in administrative in a primary care, public health, or a health care related setting; OR
- Two (2) years' of progressively responsible lead or supervisory experience with an emphasis in administrative in primary care, public health, or a health care related setting.

DESIREABLE QUALIFICATIONS

In addition to the minimum qualifications, applicant screening may 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 electronic health records systems/data analysis; OR
- One (1) year experience performing HRSA FQHC, Department of Healthcare Services (DHCS) or California Department of Public Health (CDPH) reporting.

*Progressively responsible experience in a primary care, public health, or health care setting may be substituted for the required education on a year-for-year basis.

Proof of education will be required for verification purposes at the time of application. Applicants who are unable to submit proof must call (209) 558-7106 to make other arrangements by application deadline. Failure to submit proof will result in disqualification.

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





**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:
\$77,084 - 115,606 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
- County paid Deferred Compensation at 1.5% of base salary
- Two 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
- Moving allowance
- 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 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: 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.