



THE COUNTY OF STANISLAUS

HEALTH 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*

Executive Assistant (Confidential Assistant V)

\$69,222 - 103,833 Annually

Please apply by January 31, 2025

THE POSITION

Under the supervision of the Agency Director (Department Head), the Confidential Assistant V provides executive-level support including specialized and confidential administrative tasks that often require the incumbent to take initiative and exercise independent judgment. The essential functions include: Support to the Agency Director, which includes scheduling meetings and maintaining a complex and dynamic calendar, preparing memos, maintaining electronic files of documents, preparation of reports and agenda items to the Chief Executive Office and Board of Supervisors, administering the Management Pay for Performance system and the Form 700 database and filings, performing simple to difficult and complex administrative duties often involving knowledge of department and county policies and procedures, working closing with Human Relations on documents including obtaining signatures, and fielding inquiries and assuring timely workflows. This position also serves as the Secretary to the Community Health Center Board, including tasks such as administratively coordinating monthly meetings including preparation and distribution of agenda packets, posting of agendas, taking and preparing minutes, and handling the meeting logistics, understanding bylaws and Brown Act requirements. This is a supervising position as the candidate provides direction and oversight to the Administration Confidential Assistant III staff, to manage the day-to-day administration office operations.

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



*Interested in learning more about the The Health Services Agency?
Scan the QR code or visit www.SCHSA.org*

IDEAL CANDIDATE

The Health Services Agency is seeking a candidate with a strong customer focus and a self-starter attitude. The candidate will have effective communication skills and be willing to be part of a robust leadership team. The candidate will be responsible for providing high-level administrative assistance to the Agency Director while overseeing operations of the Administration office.

THE TYPICAL TASKS

- Assist Agency Director and Senior Leadership Staff in completion of advanced administrative tasks and duties;
- Manage operational changes as needs arise and revise procedures ensuring efficient operations of Administration Office;
- Compose, write, and proofread detailed professional notices, letters, and documents;
- Coordinate communication among Agency Director, Associate Director, Senior Leadership, Admin/HR staff, IT, PIO, Vendors, and the General Public;
- Manage highly confidential information and documents with discretion;
- Maintain information management, including collecting, reviewing, and distribution of information;
- Assist PIO team to address media inquiries and distribute press releases;
- Assist management with the preparation of meeting agendas and related materials
- Assist management with preparation of Board Agenda Items, provide training on the platform and guidelines, interact with the County Chief Executive Office and Clerk of the Board to ensure timely and effective process for seeking policy approval;
- Track and process Pay for Performance evaluations for Management and Confidential Staff;
- Process and submit Form 700 and confirm information is transferred/processed in the California Fair Political Practices Commissions database;
- Track and process lobbying expense reporting in coordination with the County Chief Executive Office;
- Create and maintain informational department files, including filing systems and operational record keeping;

- Participate in decision making situations that establish workflow while focusing on priorities and procedures and independently carry out operational details;
- Prepare correspondence, gather and summarize data, and prepare reports;
- Establish and maintain Agency Director calendar, organize meetings, speaking engagements, conferences, trainings, and all other appointments for Agency Director and Senior Leadership;
- Provide professional, and in many cases, highly confidential written and oral correspondence;
- Independently respond to high-level inquiries and requests in a timely, appropriate, and knowledgeable manner; Interact directly with Community Health Center Board members and applicants;
- Supervise and review the work of subordinate confidential/administrative support personnel (Administrative Confidential Team) including discipline as necessary;
- Interpret and explain departmental rules, policies and procedures; and
- Perform other duties and special projects as assigned.



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



MINIMUM QUALIFICATIONS

KNOWLEDGE

- Computer software such as Microsoft Suite;
- Administration and Office Procedures
- Federal, State and Local Government;
- Customer and Personal Service;
- Systems Analysis
- Personnel and Human Relations; and
- Education and Training

SKILLS/ABILITIES

- Work effectively, efficiently, under minimal supervision;
- Independent Worker/Self-starter;
- Organization and Time Management;
- Collaboration with stakeholders;
- Judgement & Independent decision making;
- Active Listening;
- Oral and Written Communication;
- Comprehensive complex oral and written instructions;
- Critical Thinking; and
- Monitoring and Assessing Performance

EDUCATION & EXPERIENCE

PATTERN I

- High School Diploma or equivalent; AND
- Two (2) years of full-time progressively responsible administrative experience; AND
- Four (4) years of full-time executive assistant experience to executive leadership providing high-volume administrative support (clerical operations, personnel policy, business administration, records management, employee evaluation) in a medium to large organization.

PATTERN II

- 60 college semester units in Public or Business Administration; AND
- Four (4) years of full-time executive assistant experience to executive leadership providing high-volume administrative support (clerical operations, personnel policy, business administration, records management, employee evaluation) in a medium to large organization.

Proof of education is 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.

DESIRABLE 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.

- Eighteen (18) months professional level experience comparable to a Confidential Assistant III or IV classification; AND
- One (1) year of full-time experience in a supervisory capacity performing administrative support; AND
- One (1) year of full-time experience working in the public sector (government organization).



**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:
\$69,222 - 103,833 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% of base salary
- Two weeks annual vacation upon entering County service
- 16 additional vacation hours annually
- 96 hours of sick leave annually
- 12 paid holidays annually
- \$400 annual Professional Development reimbursement
- 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, the position is part of the Unclassified Service of the County and considered "at will" 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 January 31, 2025

Written Examinations are tentatively scheduled for the week of February 3, 2025

Oral Examinations are tentatively scheduled for the week of February 17, 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.