



# 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*

## Staff Services Coordinator

\$81,993 - 99,652 Annually

**Please apply by March 17, 2025**

# THE POSITION

The Health Services Agency is seeking an Operational Support Coordinator who will be reporting to the Operational Support and Services Manager. The Coordinator is responsible for developing, establishing, implementing, and maintaining a wide variety of responsibilities along with leading a diverse team in our Environmental Services and Office Services programs. The successful candidate will be a highly motivated individual with a strong desire of continuous improvement, and one who enjoys the challenges of daily involvement with staff and management.

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](http://www.SCHSA.org)*

## IDEAL CANDIDATE

The Health Services Agency (HSA) Operational Support and Services is seeking a candidate with exceptional attention to detail and the ability to lead and work well in a team-based collaborative environment. The candidate must be able to manage their time well including being organized and efficient in a competent manner. The ideal candidate for this position needs to have a can-do attitude, be a self-starter and be both flexible and trustworthy. Having a solid understanding of minor construction techniques and general facility related maintenance is essential. This role requires a great deal of creativity, adaptability, independent thinking and cooperation. It is imperative that the candidate enjoys interacting with people and is always able to demonstrate excellent interpersonal skills.



## THE TYPICAL TASKS

- Oversight and support of Office Services supervisor and functions;
- Oversight and support of Environmental Services supervisor and functions;
- Manage and lead the employee Ergonomic Evaluation process according to County standards;
- Manage the ergonomic supplies items listing and inventory;
- Manage process development, implementation and improvement, along with cost savings analysis within Office Services and Environmental Services;
- Coordinate time sensitive reconfigurations and modifications of staff workstations;
- Participate in the coordination and communication of scheduling for staff locational moves;
- Develop and implement methods and tools for use, training and guidelines;
- Create presentations and hold educational meetings for HSA wide attendance in relation to Office Services and Environmental Services;
- Design, gather and compile data for metrics and report generation;
- Provide backup for facility maintenance/repair needs in coordination with requesting programs and Operational Support and Services leadership;
- Ensure OSHA and safety compliance for Environmental Services;
- Assist with the review and action implementations of ADA, OSHA and other facility complaints/requests;
- Manage facility access including alarm codes, security cameras, keys and proximity cards;
- Conduct ergonomic evaluations;
- Frequent driving to various HSA sites, and;
- Assist Operational Support and Services Manager with projects as needed.

## MINIMUM QUALIFICATIONS

### Knowledge

- Mechanical understanding;
- Customer and Personal Service;
- Building and Construction techniques;
- Education and Training;
- Engineering and Technology;
- Windows operating systems, Word, Excel, PowerPoint, Outlook;
- Supervision of personnel.

### Skills/Abilities

- Public Speaking
- Negotiation
- Critical Thinking
- Systems Analysis & Evaluation
- Reading Comprehension
- Written Comprehension
- Informational Ordering
- Complex Problem Solving
- Monitoring
- Judgement and Decision Making
- Team & Time Management
- Troubleshooting
- Visualization
- Management of Personnel Resources

*Interested in learning more about  
Health Services Agency?*

*Scan the QR code or visit [www.schsa.org](http://www.schsa.org)*



# EDUCATION & EXPERIENCE

## PATTERN I

- Bachelor's degree in business administration or closely related field from an accredited college/university; AND
- One (1) year of progressively responsible lead or supervisory experience related to the typical tasks listed above

## PATTERN II

- Associate's degree in business administration or closely related field from an accredited college/university, AND
- Three (3) years of experience related to the typical tasks listed above.

Progressively responsible experience in a related area may be substituted for the required education on a year-for-year basis.

Proof of education is required for verification purposes at the time of application. Applicants who are unable to submit proof must call (209) 558-7192 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*

For the full job description, including minimum qualifications, scan the QR Code or click here





**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:  
**\$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
- Two 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 an employee bonus worth up to \$10,000 or 21 additional days of leave time! Visit [stanjobs.org](http://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 provides, 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.

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

## **APPLICATION PROCEDURES/FINAL FILING DATE: APPLY BY March 17, 2025**

### **Oral Examinations are tentatively scheduled for the week of March 24, 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.