



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*

Confidential Assistant III

\$48,380 - 72,550 Annually

Please apply by March 21, 2025 or after 75 applications are received.

THE POSITION

The Confidential Assistant III is a multi-functioning position that will support the HR department in Recruiting, Payroll, and Compliance. Responsibilities supporting recruitment consist of following Merit System rules in planning, directing, coordinating, and facilitating the County recruitment process.

Responsibilities supporting payroll consist of performing specialized complex payroll functions associated with Oracle/PeopleSoft Time & Labor and Payroll modules, and payroll procedures utilized in processing the County Payroll. The Incumbent will perform a wide variety of complex processes of a confidential nature requiring analysis, Payroll, FMLA and Leave of Absence processing, Benefits, and evaluation processing.

This is a journey level classification in which the incumbent, by exercising independent judgment and initiative, performs simple to difficult and complex administrative and / or accounting work, often involving knowledge of department and County policies and procedures.

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 Human Relations Department is seeking candidates with exceptional attention to detail and the ability to work well in a team-based collaborative environment. The candidates must be able to manage their time well and be able to provide high level administrative support in an organized, efficient and competent manner. The ideal candidates for this position need to have a can-do attitude, be a self-starter, and be both flexible and trustworthy. Having a solid understanding of County government policies, ordinances, and regulations 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.

TYPICAL TASKS

Recruitment Tasks

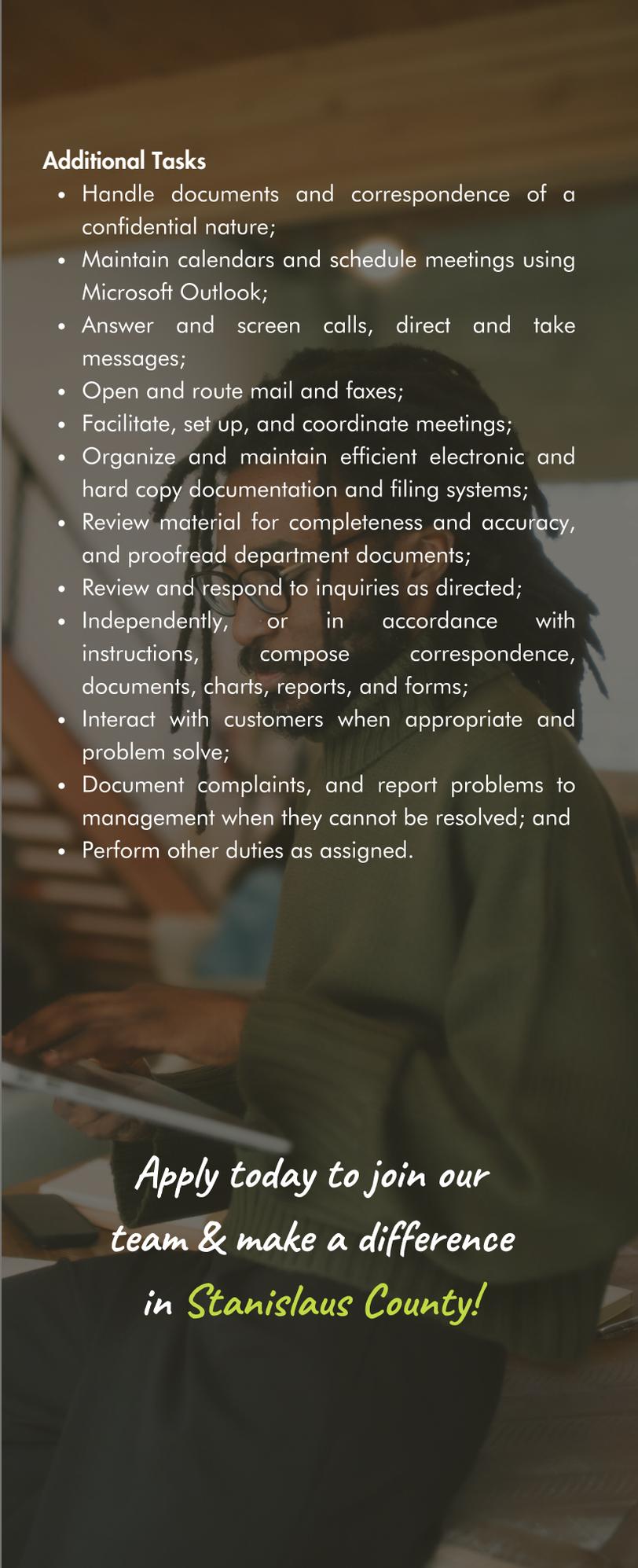
- Follow the Merit System rules in relation to creating job flyers, screening applications, coordinating interviews, extending job offers, and handling the pre-employment process;
- Create requisitions in NeoGov;
- Collaborate with hiring manager throughout the recruitment process to ensure timely recruitment;
- Verify position requests against position control form;
- Participate in writing and revising job flyers and interview questions;
- Set up and coordinate interview panels on a routine basis;
- Communicate with the onboarding team throughout the pre-employment process;
- Gather and summarize data and prepare reports; and
- Interpret and disseminate instructions, department rules, policies, and procedures.

Payroll Tasks

- Reviews, analyze and check payroll forms and reports for accuracy, and makes necessary adjustments and corrections;
- Timecard follow-up for missing documentation;
- Batch and balance payroll;
- Process payroll related data (Personnel Action Forms, Time & Labor set up, Direct Deposit, W-4, etc.);
- Understand and interpret laws, regulations, memorandum of understanding (MOU) policies and procedures pertaining to payroll and benefits;
- Process employee medical leave calculation utilizing Microsoft Excel;
- Provide evaluation packets to managers/supervisors for upcoming annual review dates; and
- Periodically administer and coordinate complex payroll functions under minimal supervision.

Additional Tasks

- Handle documents and correspondence of a confidential nature;
- Maintain calendars and schedule meetings using Microsoft Outlook;
- Answer and screen calls, direct and take messages;
- Open and route mail and faxes;
- Facilitate, set up, and coordinate meetings;
- Organize and maintain efficient electronic and hard copy documentation and filing systems;
- Review material for completeness and accuracy, and proofread department documents;
- Review and respond to inquiries as directed;
- Independently, or in accordance with instructions, compose correspondence, documents, charts, reports, and forms;
- Interact with customers when appropriate and problem solve;
- Document complaints, and report problems to management when they cannot be resolved; and
- Perform other duties as assigned.



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



MINIMUM QUALIFICATIONS

KNOWLEDGE

- Personnel and Human Resources
- Computer software such as Microsoft Suite;
- Administration and Office Procedures
- Law and Government;
- Customer and Personal Service;
- Education and Training

SKILLS/ABILITIES

- Critical Thinking;
- Independent Worker/Self-starter;
- Organization and Time Management;
- Judgement & Independent decision making;
- Active Listening;
- Oral and Written Communication;
- Monitoring; and
- Deductive Reasoning

EDUCATION & EXPERIENCE

PATTERN I

- Equivalent of two (2) years of full-time experience performing administrative support functions.

PATTERN II

- 60 semester units in Business Administration with an emphasis in Human Resources.

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 before 5pm on the final filing date. Failure to submit proof or make other arrangements before the final filing deadline 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.

- Six (6) months experience with FMLA, CFRA and PDL; OR
- Six (6) months of recruitment experience.

Scan the QR to learn more about
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:
\$48,380 - 72,550 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 March 21, 2025 or by 75 applications

Written Examinations are tentatively scheduled for the week of March 24, 2025

Oral Examinations are tentatively scheduled for the week of March 31, 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.