



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 (Operations & Benefits Specialist)

Chief Executive Office

**\$48,380 - \$72,550 Annually**

Apply by April 25, 2025 or after 100 applications received.



**STANISLAUS  
COUNTY HUMAN  
RELATIONS**

Take Your Place.



# THE POSITION

The Operations and Benefits Specialist is a technical position responsible for processing human resource functions to include processing employee leave requests, personnel action forms, benefits administration, and other related duties.

This is a Confidential Assistant III position, which is the advanced journey-level class in the Confidential Assistant series. This classification requires the ability to work independently, performing the more complex, highly skilled and responsible clerical assignments. These duties reflect a greater degree of responsibility than those found in the Level I or II. Independent judgment and initiative in making decisions in accordance with established guidelines are required. A professional image must be promoted by the efficient performance of a variety of business and clerical tasks designed to facilitate the smooth flow of work throughout the department.

This position is responsible for, but not limited to, providing administrative support related to employee benefits, maintaining accurate and timely records, ensuring compliance with established policies and procedures, and serving as a point of contact for internal staff and external agencies regarding benefits and leave-related inquiries.

*The CEO-Human Relations office believes in creating an environment that attracts, cultivates, and retains a world-class workforce.*

## THE IDEAL CANDIDATE

The ideal candidate for the Operations and Benefits Specialist position will be detail-oriented, organized, and highly dependable. They will have experience handling sensitive and confidential information and possess a strong understanding of human resources processes, particularly in the areas of employee leave, personnel actions, and benefits administration. This individual will be comfortable working independently and capable of performing complex and technical clerical assignments with minimal supervision. They will demonstrate sound judgment, initiative, and a commitment to accuracy while navigating a variety of HR functions. The ideal candidate will be professional, approachable, and responsive, with excellent communication skills and the ability to maintain a high level of confidentiality. They will be solution-focused and thrive in a fast-paced environment, contributing to the overall efficiency and success of the team.

### MINIMUM QUALIFICATIONS

#### Knowledge/Skills/Abilities

- Active Learning
- Administrative Support
- Commitment to Inclusiveness
- Complex Problem Solving
- Critical Thinking
- Customer and Personal Service
- English Language Proficiency
- Instructing
- Judgment and Decision Making
- Law and Government Knowledge
- Personnel and Human Resources Policies/Procedures
- Reading Comprehension
- Research Methods
- Service Orientation
- Social Perceptiveness
- Time Management
- Writing Skills

For further information on Stanislaus County's open job opportunities, scan the QR code or visit [www.stanjobs.org](http://www.stanjobs.org)



# THE DIVISIONS

The CEO-Human Relations Division serves as the definitive leader on Countywide HR and personnel management. Through HR programs and models, the division develops standards that comply with best practice hiring guidelines and provides policy direction to all departments. Stanislaus County currently has a hybrid oversight approach to County direction with a decentralized model for larger departments and a more centralized model for smaller and medium sized departments.

The CEO-Human Relations Division consists of five units:

## Programs & Standards



## Operations & Benefits



## Employee Relations



## Risk Management



## Department Support Unit



# THE TYPICAL TASKS

- Comply with HIPAA and County confidentiality standards when handling confidential personnel, financial, and departmental documents.
- Maintain and manage employee personnel files and electronic systems, reviewing and responding to routine correspondence and inquiries.
- Interpret and explain County/department rules, policies, MOUs, and leave/benefit documents to employees and other County departments.
- Serve as a liaison with County departments, employees, and external agencies.
- Administer and track the Choice Bonus Plan, process payroll, and manage Personnel Action Forms (PAFs).
- Coordinate Deferred Compensation Committee meetings, record minutes, and assist with wellness events, including monitoring virtual classes.
- Update County website and Connect pages, schedule meetings, book conference rooms, and order supplies.
- Develop and conduct County-wide trainings, workgroups, and create training materials and resources.
- Screen leave of absence requests for eligibility, apply relevant laws/policies, and issue correspondence in a timely manner.
- Administer benefits processes like enrollments, family status changes, and open enrollment; calculate payroll adjustments for benefit premiums.
- Perform functional testing of HRMS/PeopleSoft updates, review materials for accuracy, and assist in process improvements for Benefits, Leaves, and HR Operations.
- Perform other duties as assigned.

# MINIMUM QUALIFICATIONS

## EDUCATION & EXPERIENCE

### PATTERN I

- Minimum of three (3) years of journey level clerical experience working in an office environment

### PATTERN II

- 30 semester units in Business Administration, Public Administration, Communications, Human Resources, or a closely related field; AND
- Minimum of two (2) years of journey level clerical experience working in an office environment

### PATTERN III

- Associates Degree in Business Administration, Public Administration, Communications, Human Resources, or a closely related field; AND
- Minimum of one (1) year of journey level clerical experience working in an office environment

*Proof of education is required for verification purposes at the time of application. Applicants who are unable to submit proof must call (209) 525-6341 to make other arrangements before 5 pm on the final filing date. Failure to submit proof or make other arrangements before the final filing date deadline will result in disqualification.*

# 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.

- Three (3) months experience working within the Oracle PeopleSoft system; OR
- Three (3) months experience running benefits administration in a large public agency; OR
- Three (3) months experience processing employee leaves of absence in a large public agency; OR
- Six (6) months experience performing general human resources functions handling confidential employee data.

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





## COMPENSATION & BENEFITS

Approximate Annual Base Salary:

**\$48,380.80 - \$72,550.40**

**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
- 2 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 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.





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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?*



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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.



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## **CLASSIFICATION INFORMATION**

Unless otherwise provided, this position is part of the Unclassified Service of the County and is 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 April 25, 2025**

### **Written Examinations are tentatively scheduled for the week of May 5th, 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.