



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 II/III (Part-Time & Full-Time)

Community Services Agency

\$42,910 - \$72,550 Annually

Apply by May 1, 2025 or after 50 applications are
submitted.

ABOUT THE POSITION

Stanislaus County Community Services Agency is seeking three (3) motivated individuals with attention to detail and the ability to work well in a team-based environment to apply for full-time and part-time opportunities as a Confidential Assistant II/III. These Confidential Assistant II/III positions require proficiency in time management, prioritization of projects, and the ability to plan ahead and remain flexible while juggling demands and deadlines.

The positions are:

- One (1) Full-time Confidential Assistant II : LOA Support/Payroll Specialist
- One (1) Full-time Confidential Assistant III: Recruitment Specialist
- One (1) Part-time Confidential Assistant III: Organizational Development Specialist

THIS RECRUITMENT WILL CLOSE AFTER 50 APPLICATIONS ARE COLLECTED, PLEASE APPLY AS SOON AS POSSIBLE TO BE CONSIDERED.

ABOUT THE DEPARTMENT

The Community Services Agency (CSA) provides a broad range of social services to the community. CSA is comprised of over 1,100 employees and has an annual operating budget of over \$384 million. CSA partners with County government agencies and numerous community based organizations to create culturally responsive and accessible services. Over 308,000 residents receive services through CSA. The Agency is organized into five Divisions: (1) Adult, Child, and Family Services Division (ACFSD); (2) StanWORKs Division; (3) Finance and Operations Division; (4) Housing and Homelessness; and (5) Administration.

WHY SHOULD YOU WORK HERE

Join a team that makes a real difference. Our department is dedicated to serving the community by supporting those who need it most, providing aid with compassion and delivering excellent customer service. Guided by our mission to build community through safety, stability, and resilience, we're committed to strengthening the foundation for everyone. We believe every person matters, and we work each day to earn the trust of those we serve. With a strong focus on collaboration, innovation, and results, we're more than a government agency — we're partners in creating a stronger, more connected community.



For more information on the Community Services Agency,
scan the QR code or visit www.csa-stanislaus.com

TYPICAL TASKS

CONFIDENTIAL ASSISTANT II (LOA Support/Payroll)

- Provide excellent customer service and administrative support to County departments;
- Handle external and internal inquiries from the public, employees and county departments;
- Maintain administrative alphabetic and numeric files, including confidential information by filing and retrieving a variety of documents;
- Answer the telephone, route calls, take messages, meet and assist the public;
- Open and route mail and faxes;
- Compile information and data necessary for the preparation of various departmental reports;
- Review documents for propriety and explain basic agency policies to applicants, clients, and the public;
- Meet with employees to complete and process required paperwork for leave of absences;
- Follow oral and written instructions;
- Review employee's payroll for completeness and accuracy;
- Operate a variety of computer programs;
- Multi-task, prioritize and problem solve;
- Work with community to provide services, resources and information in accordance with department standards and policies;
- Handle documents and correspondence of a confidential nature; AND
- Perform other duties as assigned.

CONFIDENTIAL ASSISTANT III

Part-Time

(Organizational Development)

- Schedule, promote, manage registration and prepare for training classes;
- Create, coordinate, and present trainings
- Serve as a liaison for internal/external trainers and partners;
- Act as main point of contact and administrator of LinkedIn Learning;
- Provide technical support for online harassment prevention training;
- Prepare agenda and materials and take minutes for the bi-monthly EEO meetings;
- Support coordination of special projects;
- Handle documents and correspondence of a confidential nature;
- Maintain and manage multiple complex 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;
- Maintain electronic and hard copy filing systems;
- Run reports for training and employee engagement activities;
- Review materials for completeness and accuracy, proofread department documents;
- Review and respond to inquiries as directed;
- Independently, or in accordance with instructions, compose correspondence, documents, charts, reports and forms;
- Create communication materials to promote team projected and initiatives; AND
- Perform other duties as assigned.

OUR MISSION

We Build Community by cultivating safety, stability, and resiliency - strengthening the foundation for all

TYPICAL TASKS CONT.

CONFIDENTIAL ASSISTANT III (Recruitments)

- Interpret and disseminate instructions, department rules, policies, procedures;
- Process employee and payroll related data (Personnel Actions Forms);
- Provide operational support and processing of human resources recruitments, and benefits administration related activities;
- Understand and interpret laws, regulations, memorandum of understanding (MOU) policies and procedures pertaining to payroll and benefits;
- Respond to employee inquiries and requests for assistance to ensure quick, equitable, and courteous resolution;
- Meet with new hires to complete and process require paperwork including health benefits, life insurance and retirement;
- Create, coordinate, and present trainings;
- Support coordination of special projects;
- Handle documents and correspondence of a confidential nature;
- Maintain calendars and schedule meetings using Microsoft Outlook;
- Maintain electronic and hard copy filing systems;
- Review material for completeness and accuracy, proofread department documents;
- Independently, or in accordance with instructions, compose correspondence, documents, charts, reports and forms; Work with minimal direction; AND
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS

KNOWLEDGE/SKILLS/ABILITIES

- | | |
|---------------------------------|---------------------------------|
| • Oral Comprehension | • Customer and Personal Service |
| • Oral Expression | • Time Management |
| • Written Comprehension | • English Language |
| • Active Listening | • Service Orientation |
| • Reading Comprehension | • Complex Problem Solving |
| • Critical Thinking | • Instructing |
| • Writing | • Law and Government |
| • Social Perceptiveness | • Coordination |
| • Active Learning | • Learning Strategies |
| • Judgement and Decision Making | • Monitoring |
| • Confidential Principles | • Information Ordering |
| • Administration | |



EDUCATION & EXPERIENCE

CONFIDENTIAL ASSISTANT II

PATTERN I

- Two (2) years of full-time clerical experience entailing administrative duties such as data entry, filing and organization, and/or demonstrated use of Microsoft Office programs within an office setting

PATTERN II

- One (1) year of full-time journey-level clerical experience; AND
- 30 semester units in Public Administration, Business Administration, or a closely related field.

CONFIDENTIAL ASSISTANT III

PATTERN I

- One (1) year of full-time clerical experience entailing administrative duties such as data entry, filing and organization, and/or demonstrated use of Microsoft Office programs within an office setting; AND
- Associates Degree in Public Administration, Business Administration, Communications, or closely related field.

PATTERN II

- Two (2) years of clerical experience entailing administrative duties such as data entry, filing and organization, and/or demonstrated use of Microsoft Office programs within an office setting; AND
- 30 semester units in Public Administration, Business Administration, or a closely related field.

Proof of education will be required for verification purposes at the time of application. Applicants who are unable to submit proof must call 209-558-1200 to make other arrangements before 5:00 p.m. on the final filing date. Failure to submit proof or make other arrangements before the final 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.

- Minimum of 6 months experience in Human Resources within the last year including, but not limited to recruitment, organizational/staff development, and/or payroll within a public agency;

OR

- Minimum of 6 months Experience working with NEOGOV or PeopleSoft programs within the last year.



**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.



**STANISLAUS
COUNTY HUMAN
RELATIONS**

COMPENSATION & BENEFITS

\$42,910 - \$72,550 Annually

The County of Stanislaus provides a competitive and comprehensive benefits package for regular full-time represented County employees including:

- Excellent retirement benefits
- Medical, dental, vision, and basic term life insurance plans
- County paid Deferred Compensation at 1.0% of base salary
- Vacation Accruals
- Disability protection
- 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. 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" for labor relation purposes. Full-time employees will participate in the Stanislaus County Pay-for-Performance program, as well as receive additional benefits.

The Job Task Analysis provides information detailing the physical and functional demands of the classification. For the complete job task analysis, visit the Risk Management website at <https://www.stancounty.com/riskmgmt/risk-dm-jta-class-sub-main.shtm>.

APPLICATION PROCEDURES/FINAL FILING DATE: APPLY BY May 1, 2025 or after 50 applications

Oral Examinations are tentatively scheduled for the week of May 12, 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.