

THE COUNTY OF STANISLAUS



COMMUNITY SERVICES AGENCY STANWORKS MANAGER I/II

\$59,129—\$100,256

Apply by March 22, 2022

Interviews are tentatively scheduled for the week of April 4, 2022

Manager I/II (Program Manager)

The County of Stanislaus, Community Services Agency is seeking a qualified candidate for Manager I/II to fill one vacancy in StanWORKS Division.

ABOUT THE COMMUNITY

Stanislaus County is located in Central California within 90 minutes of the San Francisco Bay Area, the Silicon Valley, Sacramento, the Sierra Nevada Mountains and California's Central Coast. With an estimated 550,660 people calling this area home, the community reflects a region rich in diversity with a strong sense of community. Two of California's major north-south transportation routes (Interstate 5 and Highway 99) intersect the area and the County has quickly become one of the dominant logistics center locations on the west coast.

The County is home to a vibrant arts community with the world-class Gallo Center for the Arts, a symphony orchestra, and abundant visual and performing arts. Stanislaus County is a global center for agribusiness, positioned by its mild Mediterranean climate, rich soils and progressive farming practices. The area is recognized internationally for agricultural innovation with wine, almonds, poultry, milk, cattle, and walnuts being some of the featured industries. The County is also home to California State University Stanislaus, Modesto Junior College and benefits from satellite locations of other high-quality educational institutions. The County was established in 1854 and has a total land area of 1,515 square miles. Temperatures range from an average low of 43 degrees in the winter, to an average high of 92 degrees in the summer. Temperatures move up into the high 90s during the summer months with low humidity and cool evening breezes from the San Joaquin Delta.

Stanislaus County has a current year total budget of \$1.5 billion and over 4,500 positions within 27 agencies and departments.

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 annual operating budget of over \$334 million. CSA partners with County government agencies and numerous community based organizations to create culturally responsive and accessible services. Over 330,000 residents receive services through CSA. The Agency is organized into five Divisions: (1) Adult, Child, and Family Services Division; (2) StanWORKS Division; (3) Finance and Operations Division; (4) Housing & Homeless Division; and (5) Administration

THE POSITION

Under the direction of Senior Management, the incumbent performs administrative work in planning, organizing and directing the activities of staff and managing projects and operations. The incumbent will supervise the work of employees in the StanWORKS Division who are engaged in providing services to the community as it relates to public assistance programs. Those employees may include Family Services Supervisors, Family Services Specialists, Social Workers, support staff and employees from partner agencies. The incumbent may be assigned to assist in the oversight of one of the following programs and/or areas: CalFresh, CalWORKs, Welfare-to-Work, Refugee Services, General Assistance, Medi-Cal, Child Care, Intake, Training and Support, Clerical, Call Center, Community Offices, and Program Integrity.



Leadership and Business Core Competencies

Building Effective Teams | Communication | Conflict Management | Customer Orientation
Effective Decision Making | Performance Development & Coaching | Ethics & Integrity
Financial & Resource Management | Managing Vision & Purpose
Organizational Performance Management | Strategic Management & Planning

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TYPICAL DUTIES AND RESPONSIBILITIES

- Provide leadership in developing and obtaining a commitment in accomplishing the goals and objectives, which support the mission of the Agency;
- Supervise, assign and review the activities of the employees engaged in the program activities;
- Under the direction of upper management, assist in the planning, management and implementation of programs;
- Assist subordinate staff in reviewing complex and/or technical problems and interpret and explain federal, state, local and/or internal rules and regulations;
- With the assistance of upper management recommend disciplinary action and gather and evaluate needed documentation relative to personnel decisions;
- Meet regularly with staff to provide direction and to ensure goals and objectives are being met;
- Coordinate staff training and development;
- Manage assigned projects by developing project implementation plans, creating timelines, establishing project goals, and recording project outcomes;
- Evaluate program outcomes base upon the known performance standards;
- Develop and prepare statistical reports and other reports as necessary;
- Analyze and interpret legislation, statistics, and program reports;
- Suggest policy for local programs and recommend procedures;
- Represent the Department at meetings;
- Work collaboratively with staff, stakeholders, providers and community-based organizations; and
- Perform other duties and special projects as assigned.

Minimum Qualifications (Knowledge, Skills, Abilities, Education and Experience)

KNOWLEDGE

- Public policy, laws and regulations governing public social service programs including CalWORKs, CalFresh, Child Care, Welfare to Work and Medi-Cal;
- Leadership principles;

- Project management steps and evaluation process;
- Principles of personnel administration;
- Community needs and resources;
- Strategic planning;
- Quality improvement methodologies;
- Partnership building strategies;
- Dynamics of management and line staff relationships; and
- Computer applications (i.e. Word, Excel, Power Point and automated case management systems).

SKILLS/ABILITIES

- Understand and promote the Vision-Mission-Value statement of Stanislaus County and the Agency;
- Lead individuals to accomplish established goals;
- Develop and mentor staff on a continuous basis and promote an atmosphere of teamwork;
- Make decisions permitting essential functions to be carried out in an accurate, timely manner;
- Understand, interpret and apply laws, rules and regulations as they relate to assigned area of responsibilities and recommend effective solutions;
- Perform analytical tasks such as: analyze trends and develop cost and caseload projections, and identify trends that influence outcomes;
- Handle multiple competing priorities and demands to accomplish the work assignments;
- Communicate effectively, orally and in writing;
- Write clearly, succinctly and effectively;
- Conduct meetings which are effective in accomplishing the meetings purpose;
- Understand and be responsive to the needs of a culturally diverse population;
- Be innovative and flexible in managing program operations and problem solving; and
- Effectively handle all aspects of personnel related matters with the guidance of senior management.

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EDUCATION/EXPERIENCE

Manager I

- One (1) year supervisory experience in eligibility work, social service work, employment services or fiscal/administrative work in a public social services agency; **AND**
- Bachelor's Degree in Public Administration, Business Administration, Political Science, Social Work, Counseling, Psychology or a related field.

Manager II

- Two (2) years supervisory experience in eligibility work, social service work, employment services or fiscal/administrative work in a public social services agency; **AND**
- Bachelors Degree in Public Administration, Business Administration, Political Science, Social Work, Counseling, Psychology or a related field.

BENEFITS PACKAGE

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 61 formula);
- Medical, dental, vision, and basic term life insurance plans;
- County paid Deferred Compensation at 1.5% of base salary;
- Three weeks annual vacation upon entering County service;
- 32 additional vacation hours annually;
- 56 hours administrative/management leave per year (does not carry over);
- 96 hours of sick leave annually;
- 10 paid holidays annually;
- \$900 annual Professional Development reimbursement;
- Car allowance;
- Moving allowance;
- Disability protection;
- Optional participation in Flexible Spending Account programs;
- Optional Supplemental Life & AD&D insurance plans; and Employee Assistance Program.

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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' and is designated Management for labor relations purposes. Incumbents are also subject to overtime, standby, callback, weekend, holiday and shift assignments. The individual selected 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 <http://www.stancounty.com/riskmgmt/> under the "Disability" tab.

APPLICATION PROCEDURES/FINAL FILING DATE

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 on your qualifications.

Resumes will not be accepted in lieu of a complete 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 Accommodation 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.

<http://www.stancounty.com/personnel/pdf/ADATestingForm.pdf>

GENERAL INFORMATION

Appointment to County employment is contingent upon passing a fingerprint criminal background check. Some positions may also require a County-paid pre-employment drug screening. Some positions may require possession or the ability to obtain, and maintenance of a valid California Driver's license or the ability to utilize an alternative method of transportation when needed to carry out job related essential functions.

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 Office 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 Understandings, and such information prevails over information contained in this flyer. Questions regarding this announcement may be directed to the Stanislaus County Chief Executive Office Human Relations team.

clubwellness

The County of Stanislaus and its employees embrace the Club Wellness Mission Statement.

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.

For more information on Club Wellness go to www.myclubwellness.org

