



THE COUNTY OF STANISLAUS COMMUNITY SERVICES AGENCY



Special Investigations Chief Manager II/III

\$66,851- \$113,360 Annually

Apply by May 2, 2022

Interviews are tentatively scheduled for the week of May 16, 2022

Special Investigations Chief (Manager II/III)

The County of Stanislaus, Community Services Agency invites applications from qualified candidates for the vacancy of Program Integrity Manager II/III.

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 545,267 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 \$1.49 billion and over 4,500 positions within 27 agencies and departments.

ABOUT THE DEPARTMENT

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 \$326 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 (ACFSD); (2) StanWORKs; (3) Housing and Homeless Services; (4) Finance and Operations; and (5) Administration.

ABOUT THE POSITION

The Special Investigations Chief Manager II/III, performs complex administrative work in planning, organizing and directing the activities that support program integrity throughout the programs administered by the Community Services Agency including ; Welfare fraud and IHSS fraud units. The Special Investigations Chief, also has administrative responsibilities for assisting the department in preparing, and monitoring the budget, which relates to the subdivision for which responsibility is assigned. Other assignments may include; internal investigations, Civil Rights Officer, CLETS/DOJ Administrator, and other functions. The incumbent will supervise the work of first-level supervisory positions, such as Special Investigator II's.

Background Requirements:

To be considered for employment as the Special Investigations Chief, the candidate must pass a Peace Officer Standards and Training (POST) background screening by a law enforcement officer. This evaluation includes a thorough examination of the candidate's background, including past employment, a physical examination, psychological examination, and polygraph test or voice stress analysis

Peace Officer Standards and Training (POST)

Requirements:

- Possession of an Active "full" Basic Post or an Active SIBC 16-week specialized investigators basic course approved by the Peace Officers Standards and Training **within one year of being hired as the Special Investigations Unit Chief**
- Be of good moral character as determined by successful completion of Peace Officer Standards and Training (POST) background screening by a law enforcement agency for **peace officer** status and successfully passing a physical and psychological examination required for peace officer certification
- Be a citizen of the United States or a permanent resident alien who is eligible for and has applied for citizenship. Be a high school graduate; pass the General Education Development Test indicating high school graduation level.
- Applicants must not have been convicted of a crime for which the punishment could have been imprisonment in a federal penitentiary or a state prison
- Applicants employed prior to January 1, 2001 in the agency's Special Investigations Unit as peace officers are exempt from required POST certification.

Specialized Investigators POST Requirements

Penal Code 832.25. (a) Notwithstanding any other provision of law, all welfare fraud investigators or inspectors who are appointed as peace officers pursuant to subdivision (a) of Section 830.35 on or after January 1, 2001, shall attend and complete a specialized investigators basic course approved by the Commission on Peace Officer Standards and Training within one year of being hired as the Special Investigations Unit Chief. Any employee appointed prior to January 1,

2001, shall not be required to attend and complete the training required by this section, provided that he or she has been continuously employed in that capacity prior to January 1, 2001, by the county that made the appointment. (b) Any employee who possesses a valid basic peace officer certificate as awarded by the Commission on Peace Officer Standards and Training or who has successfully completed the regular basic course certified by the Commission on Peace Officer Standards and Training basic course within three years prior to appointment shall be exempt from the training requirements of subdivision (a).

Any of the following issues can result in failure to pass the background evaluation and will result in the termination of an employment offer. Please consider this when completing your application and overall, be honest.

- ◇ *Omission or willful misrepresentation of a material fact or other fraud when securing employment*
- ◇ *Inexcusable neglect of duties*
- ◇ *Insubordination*
- ◇ *Dishonesty*
- ◇ *Improper use of drugs, including: Drunkenness on duty and the use of drugs while on duty*

Additional Information

As a management employee, the individual selected shall be exempt from all overtime compensation. Certain additional fringe benefits are provided to management employees in recognition of the fact the additional hours worked by management beyond the 40-hour work week are not compensated. Incumbents are also subject to overtime, standby and call-back assignments.

TYPICAL TASKS:

- Provide leadership in developing and obtaining a commitment in accomplishing the goals and objectives, which support the mission of the agency;
- Provide leadership in developing processes that promote and protect program and agency integrity throughout the department;
- Analyze and implement laws and regulations, and influence reforms in public policy and program operations;
- Analyze and evaluate program operations and work in collaboration with other employees, professionals and the general public to eliminate duplication and design effective social service delivery systems;
- Represent the department at meetings and conferences with representatives of state and federal agencies, local public and private agencies, community groups/ individuals and the media regarding policy and operation matters;
- Plan, organize, direct and coordinate, through subordinate staff, the administration of a major subdivision of the department;
- Manage personnel issues, including recruitment and disciplinary actions;
- Meet regularly with first line supervisors to provide direction and ensure goals and objectives are being met;
- Monitor and evaluate staff performances;
- Develop and implement new programs and/ or program modifications as required by law or desired through innovative collaborative approaches;
- Develop outcome measures for the programs and personnel within the section;
- Develop partnerships and innovative integrated approaches to service delivery;
- Work collaboratively with community-based organizations;
- Formulate, understand and execute the concepts of a mission driven service delivery system;
- Make decisions permitting essential functions to be carried out in an accurate, timely manner;
- Be innovative and flexible in managing program operations and problem resolutions;
- Sit at a desk, conference table, or in a meeting room of various configurations for extended amounts of time;
- Hear and understand speech at normal room levels, and hear and understand speech on the telephone;
- Speak in audible tones so others may understand clearly in normal conversations and on the telephone;
- Lift, bend, stoop, walk on uneven terrain and reach overhead;
- Push, pull, squat, twist and turn;
- Drive a car;
- Develop and mentor staff on a continuous basis and promote an atmosphere of continuous improvement; and
- Promote teamwork.



Special Investigations Chief (Manager II/III)

MINIMUM QUALIFICATIONS (Education/Experience and Knowledge, Skills, Abilities)

EDUCATION/EXPERIENCE:

Meet the POST requirements for the position listed on this flyer. **AND** one of the patterns below:

Pattern I:

Possess at least one (1) year of experience comparable to a Manager I in a California Public Social Services Agency (including experience in fraud investigations) or law Enforcement Agency. **AND**

Bachelor's Degree in Public Administration, Business Administration, Political Science, Social Work, Human Services, Criminal Justice, Social Science, including Sociology and Psychology or related.

Pattern II:

Possess at least three (3) years of experience in supervision in a large public or private human services organization performing work as described above **AND**

Bachelor's Degree in Public Administration, Business Administration, Political Science, Social Work, Human Services, Criminal Justice, Social Science, including Sociology and Psychology or related.

Driver's Licenses:

Applicants must possess and maintain a valid California Driver's License and remain free from repeated preventable accidents.

Proof of education (transcripts) **must** accompany your application in order to be considered. Applicants who are unable to submit proof must call 209-558-1200 to make other arrangements. Failure to submit proof will result in disqualification.

Knowledge, Skills & Abilities:

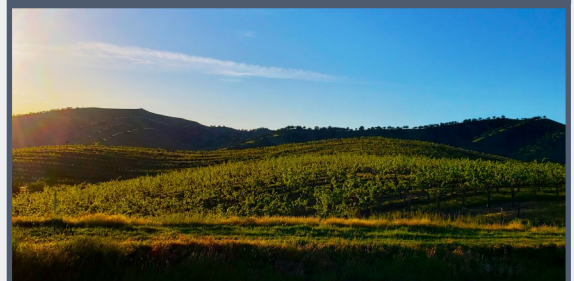
- Understand and be responsive to the needs of a culturally diverse populations
- Lead and gain consensus among diverse groups of individuals
- Effectively handle all aspects of personnel related matters
- Thoroughly research and analyze complex laws, regulations and organizational problems, and recommend effective solutions
- Perform complex analytical tasks such as: analyze trends and develop cost and caseload projections, and identify trends that influence outcomes
- Communicate and work effectively with representatives of state and federal agencies, local public and private agencies, members of the public and the media
- Write clearly, succinctly and effectively
- Understand and promote the vision and mission of Stanislaus County and the Community Services Agency

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;
- Two weeks annual vacation upon entering County service;
- 16 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.

Details available upon request.



Special Investigations Chief (Manager II/III)

Minimum Qualifications (Knowledge, Skills & Abilities) cont.

Ability to:

- Write clearly, succinctly and effectively;
- Understand and promote the vision and mission of Stanislaus County and the Community Services Agency;
- Formulate, understand and execute the concepts of a mission driven service delivery system;
- Make decisions permitting essential functions to be carried out in an accurate, timely manner;
- Be innovative and flexible in managing program operations and problem resolutions;
- Sit at a desk, conference table, or in a meeting room of various configurations for extended amounts of time;
- Hear and understand speech at normal room levels, and hear and understand speech on the telephone;
- Speak in audible tones so others may understand clearly in normal conversations and on the telephone;
- Lift, bend, stoop, walk on uneven terrain and reach overhead;
- Push, pull, squat, twist and turn;
- Drive a car;
- Develop and mentor staff on a continuous basis and promote an atmosphere of continuous improvement and;
- Promote teamwork;
- Presentation of evidence, including rules of evidence;
- Principles of conducting a search warrant;
- Dynamics of criminal investigations;
- Principles of officer safety;
- Dynamics of State Administrative Hearings, including Disqualification Hearings;
- Dynamics of conducting an internal investigation;
- Principles of human resource management;
- Principles of budgeting and financial management;
- Principles of contract management and administration;
- Professional case work and counseling concepts and practices;
- Management information systems; and
- Equal Employment Opportunity principles.



Special Investigations Chief (Manager II/III)

APPLICATION AND SELECTION PROCEDURES:

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.

EQUAL EMPLOYMENT OPPORTUNITY

The County of Stanislaus is an Equal Opportunity Employer. All qualified applicants are encouraged to submit online application(s) for open position(s).

Stanislaus County is committed to establishing and maintaining effective working relationships with the general public, co-workers, supervisors, and members of diverse cultural and linguistic backgrounds regardless of race, religious creed, color, national origin, ancestry, physical or mental disability, medical condition, genetic information, pregnancy related condition, marital status, gender/sex, sexual orientation, gender identity, gender expression, age (over 40), political affiliation or belief, or military or veteran status.

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 QUALIFICATIONS

- Pass County-paid pre-employment drug screening and 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.

PUBLIC SERVICE LOAN FORGIVNESS PROGRAM

Find out if you qualify for the AES Public Service Loan Forgiveness program for full-time public sector employees (PSLF) by contacting (866) 706-5005.

<https://studentaid.ed.gov/sa/repay-loans/forgiveness-cancellation/public-service>

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/Personnel.

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 "Disability Management".



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.com

