



# THE COUNTY OF STANISLAUS

## AGRICULTURAL COMMISSIONER



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 IV

\$58,115-\$87,152 Annually

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

## ABOUT THE DEPARTMENT

The office of the Agricultural Commissioner and Sealer of Weights and Measures is a regulatory agency acting under the authority of the State of California and direction of the California Department of Food and Agriculture; the Department of Pesticide Regulation; the Division of Measurement Standards; and in collaboration with various other federal, state, and local agencies. Our office enforces laws and regulations that support and protect the well-being of agriculture, the environment, business, and the community. The Agricultural Division enforces pesticide laws and regulations; certifies agricultural products for export; works to detect and prevent the entry and spread of insects, weeds, and plant diseases harmful to agriculture; and certifies agricultural product quality. The Weights and Measures Division is responsible for testing and certifying weighing and measuring devices to protect consumers and businesses by promoting a fair and equitable marketplace. The division also conducts quantity control inspections such as price verification, point of sale transactions and bulk item sales.



*Interested in learning more about the Agricultural Commissioner's office  
Scan the QR code or visit [www.stanag.org](http://www.stanag.org)*

## THE POSITION

The Department is seeking an innovative, proactive, team-oriented professional with strong communication skills and a high level of self-initiative to serve as Confidential Assistant IV. This role provides direct administrative and executive-level support to the Agricultural Commissioner/Sealer and the Assistant Agricultural Commissioner/Sealer. The incumbent will focus on Human Resources functions such as NeoGov administration, recruitment, onboarding, payroll (including handling payroll complexities), employee leave requests, benefit administration, and risk management. The position also develops HR processes, coordinates training, and supervises clerical staff, ensuring compliance with policies and improve office operations. This is a journey level role that requires sound judgement, initiative, and knowledge of County procedures in which the incumbent performs simple to difficult and complex administrative work, often involving knowledge of department and County policies and procedures. This recruitment is being conducted to fill one vacancy at the Agricultural Commissioner's Office.

**This position is pending and contingent on Board of Supervisor consideration and approval on or before May 20, 2025.**



## TYPICAL TASKS

- Provide direct administrative support to the Agricultural Commissioner/Sealer and the Assistant Agricultural Commissioner/Sealer, including scheduling meetings, preparing reports, and creating board agenda items.
- Advise and assist department leadership on organizational, procedural, and operational matters.
- Oversee departmental payroll functions and assist in preparing financial records and budget documents related to the Human Resources.
- Administer and coordinate complex HR functions including recruitment, training, risk management, personnel administrative, benefits, processing Personnel Action Forms (PAFs) with limited supervision.
- Supervise clerical staff, assign tasks, and ensure compliance with policies to improve office operations and provide excellent customer service.
- Develop, review, and implement office policies and procedures to enhance efficiency and effectiveness.
- Attend Agricultural Advisory Board, committees or as assigned other meetings as needed (in person and/or virtual); assist with the agenda process, including preparing, distribution, web posting and archiving; take and transcribe meeting minutes;
- Plan meeting logistics, maintain historical archives and ensure compliance with Ralph M. Brown Act.
- Compose, write, edit, proofread detailed documents and respond to requests within set time frames.
- Maintain organized filing systems and records management processes.
- Perform other duties as assigned.

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



# MINIMUM QUALIFICATIONS

## KNOWLEDGE

- Microsoft Office Suite, including Word, Power Point, Excel and Outlook.
- planning, organizing, directing, and supervising the work of clerical staff and volunteers.
- Laws, rules, procedures, and policies relevant to departmental operations.
- Various filing systems, including alphabetical, numerical, chronological, cross-indexing and subject matter filing systems.
- Composing business correspondence.
- Basic mathematics, including basic accounting procedures.
- Presentation, training and facilitation skills.

## SKILLS/ABILITIES

- Ability to work cooperatively and collaboratively with staff, partner agencies, and the public.
- Skill in maintaining effective coordination and preventing workflow delays.
- Ability to comprehend and follow complex oral and written instructions.
- Capability to perform under pressure while managing and completing assignments on time.
- Capacity to work with minimal supervision and exercise sound judgment in decision-making.
- Ability to produce clear, concise, and timely reports.

# EDUCATION & EXPERIENCE

## PATTERN I

- 60 college semester units in Public or Business Administration, Personnel Relations, Finance/Accounting, Communications, or related field; AND
- Two (2) years of experience working in an Administrative or Executive Assistant position.

## PATTERN II

- Four (4) years of experience and training in administrative and administrative support assignments involving Human Resources activities, payroll, accounting, data analysis or cost benefit analysis to have acquired the abilities and knowledge above.

*Proof of education (transcripts) will be required for verification purposes at the time of application. Applicants who are unable to submit proof must call (209) 525-4730 to make other arrangements. Failure to submit proof will result in disqualification.*

# DESIRABLE QUALIFICATIONS

In addition to minimum qualifications, we will also focus on the desirable qualifications listed below. Please add any relevant experience to the “duties” section of your job application.

- Minimum of six (6) months experience preparing/distributing documents in accordance with the Ralph M. Brown Act; OR
- Minimum of two (2) years supervision experience; OR
- Minimum of eighteen (18) months experience equivalent to the Confidential Assistant III classification performing Human Resources or payroll functions or performing direct support to Department Head or Senior Leadership.



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

Approximate Annual Base Salary:  
**\$58,115-\$87,152 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 1.0% of base salary
- Two weeks annual vacation
- 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](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 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" and is designated Management 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: May 21, 2025 or after 75 applications are received.**

**Oral Examinations are tentatively scheduled for the week of June 2, 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.