



Stanislaus County  
now offers an employee  
bonus worth up to  
**\$10,000 or 21  
additional days of  
leave time!\***

*\*See inside for details*

# Staff Services Analyst

First 5 Stanislaus

**\$67,516 - \$82,056 Annually**

Apply by June 2, 2025 or after 150 applications have been received.



## ABOUT THE POSITION

Under the direction of the Staff Services Coordinator, this position provides direct administrative support to the Staff Services Coordinator, who receives direction from the Executive Director. As a key backup to the Staff Services Coordinator, this role supports the oversight of CFC programs, including contracting, program monitoring, and the Commission's oversight and evaluation efforts. The position requires strong analytical and critical thinking abilities, along with strong reading, writing, and interpersonal skills. It plays a vital role in supporting the implementation of the Commission's goals and priorities under the guidance of the Staff Services Coordinator. This individual will need to independently perform work based on plans and direction from the Executive Director. They will also need to exercise sound judgment in keeping the Executive Director apprised of issues that arise, trends that are discovered or other key information. The position holds a significant amount of responsibility, and must consistently exercise sound judgment, outstanding time management and represent the interests of the Commission while providing outstanding customer services to stakeholders. The successful candidate will have excellent skills and demonstrate the ability to multi-task in a fast-paced environment, prioritize workload for deadlines and critical issues, maintain a professional demeanor at all times and function as part of a team focused on business results.

*Interested in learning more about First 5 Stanislaus? Scan the QR code  
or visit <https://www.first5stan.org/>*



## THE IDEAL CANDIDATE

The ideal candidate is a highly motivated, self-directed professional with exceptional analytical and critical thinking skills, with the ability to interpret complex information and translate it into clear, actionable work products. A proven track record of managing multiple high-priority projects, meeting deadlines, and delivering quality results in a fast-paced environment is essential.

This individual demonstrates excellent verbal and written communication skills and thrives in collaborative settings while also being capable of working independently with minimal supervision. They are proactive, solutions-oriented, and maintain a high level of professionalism, sound judgment, and customer service in all interactions.

In addition, the candidate should possess strong interpersonal skills, and be committed to advancing the goals and priorities of the Commission. Experience with government or nonprofit programs, particularly those serving children and families, is highly desirable.





# WHO WE ARE

First 5 Stanislaus is dedicated to helping children and families thrive by providing the best possible start in life. The department funds 18 Family Resource Centers across the community, including 8 centers located on school sites. These centers offer workshops, classes, and groups tailored for caregivers, providers, and children. Programs include advocacy and parent leadership, prenatal-to-age-5 parent groups, parenting classes, school readiness, and literacy initiatives.

To inspire literacy and spark imagination in children throughout Stanislaus County, First 5 Stanislaus partners with the Stanislaus County Office of Education Charitable Foundation through the Dolly Parton Imagination Library program. Additionally, First 5 Stanislaus collaborates with local organizations to promote safety and prevent injuries. As a member of the Safe Kids Stanislaus board, First 5 works to raise awareness about preventable injuries within the community.

*We are providing opportunity and positive change to families through Stanislaus County!*

## THE FACTS



**15,552 Children, parents, and providers** reached through First 5 Stanislaus and its partners.



**4,881 books** were distributed to children to nurture a desire to read and to support literacy skills at home.



**8,477** parents and caregivers of children 0-5 **provided with education and support.**



**1,101 children** and their families **participated in literacy services.**



**57% of participants** served through First 5 Stanislaus are from Hispanic, Asian, African American, or multi-racial population groups.

*For review of the full 2024 First 5 Stanislaus' Annual Report, scan the QR code.*



**FIRST 5  
STANISLAUS** 

# THE TYPICAL TASKS

- Monitor and manage purchase orders and invoices to ensure accurate tracking, timely processing, and alignment with approved budgets and contract terms
- Regularly update and maintain guidebooks and manuals to ensure they reflect current department policies and procedures
- Monitor and maintain the data portal to ensure vendors input required information accurately and on schedule (monthly and quarterly)
- Oversee the ordering, inventory, and timely distribution of outreach materials such as parent kits, books, and diapers
- Regularly review and compare calendars submitted by partners with the First 5 master calendar, follow up to gather missing or updated information, and ensure timely and accurate calendar updates
- Serve as a backup for reviewing and approving outreach materials, including flyers, to ensure alignment with program guidelines
- Coordinate logistics for trainings led by the Staff Services Coordinator, including scheduling, preparing materials, and managing communication with attendees
- Assist First 5 funded partners by offering technical support related to data portal usage, contract requirements, and Scope of Work documentation
- Deliver day-to-day administrative support to the Staff Services Coordinator, contributing to efficient operations and timely completion of projects and deliverables
- Operate and administer a comprehensive program monitoring system for funded programs, including site visits to funded partners
- Lead, develop, operate, administer and improve a comprehensive program evaluation and outcomes system for funded programs and the Commission, including the Annual Program Evaluation
- Prepare and administer Requests for Proposals (RFPs), solicitation of bids, and requests for information
- Implement improved outcomes that move from output and production models to program best practices
- Prepare, negotiate and finalize contracts, including scope of work and appropriate exhibits, budgets and evaluation scorecards
- Provide technical assistance to contractors, including program best practices and performance analysis
- Provide support on the development of information/data systems for Commission partnerships
- Implement the annual and multi-year training, and capacity building program for partner organizations and other community stakeholders
- Perform complex analytical tasks such as: analyzing trends, costs, forecasted expenditures; financial and other performance results; and other variance analysis
- Lead research projects and perform/analyze surveys of key stakeholders
- Assist in grant applications, monitoring and reporting
- Represent the Commission at meetings, community events and activities as directed;
- Prepare concise, thorough, high-quality oral and written reports
- Assist in preparing the Annual Report to the community, including the comprehensive collection of data and preparation of narrative;
- Establish and maintain cooperative relationships with representatives of community and
- Other duties as assigned.

# MINIMUM QUALIFICATIONS

## KNOWLEDGE/SKILLS/ABILITIES

- Analytical Thinking & Problem Solving
- Attention to Detail
- Basic Accounting Principles
- Brown Act Compliance, Rules, Regulations, and Practices
- Commission Laws, Rules, and Regulations (including Proposition 10)
- Communication and Public Speaking Skills
- Data/Statistics Analysis, Financial and Budget Information
- Facilitating and Presenting
- English Language
- Influence and Persuasion
- Learning and Development
- Listening Skills
- Marketing and Graphics Design skills
- Microsoft Access, Excel, Word, and Survey Tools
- Problem Solving & Process Improvements
- Procurement, Contracting, and Insurance Practices and Requirements
- Program Monitoring and Evaluation Principles, Theories, Concepts, and Practices
- Strategic Planning
- Technical and Report Writing

## EDUCATION & EXPERIENCE

- Graduation from an accredited four-year college or university with a bachelor's degree in public or business administration, finance, accounting or closely related field;

### AND

- One (1) year of journey-level experience involving contract development and monitoring, program evaluation, and supporting grant and program-related administrative functions.

\*Related experience may substitute for education on a year-for-year basis.

*Proof of education is required for verification purposes at the time of application. Applicants who are unable to submit proof must call 209-202-9259 to make other arrangements before 5 pm on the final filing date. Failure to submit proof or make other arrangements before the final filing deadline will result in disqualification.*





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:

**\$67,516- \$82,056 Annually**

The County of Stanislaus provides a competitive and comprehensive benefits package for Confidential County employees including:

- Excellent retirement benefits (2% at approximately age 62 formula)
- Medical, dental, vision, and basic term life insurance plans
- Two weeks annual vacation accrued during first year of employment
- 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

## 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.





## CLASSIFICATION INFORMATION

Unless otherwise provided, this position is part of the classified service of the County and is assigned to the Mid-Management/Supervisory Bargaining Unit for labor relations purposes.

Individuals who are in a full-time classification position are required to serve a twelve-month probationary period, which may be extended an additional six months, for a total of eighteen months.

Incumbents may also be subject to overtime, standby, callback, weekend, holiday and shift assignments as identified in their MOU (Memorandum of Understanding).

## APPLICATION PROCEDURES/FINAL FILING DATE: APPLY BY JUNE 2, 2025

### Oral Examinations are tentatively scheduled for the week of JUNE 9, 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.

- Perform job duties in a manner assuring a safe working environment for oneself and others.

**GENERAL QUALIFICATIONS** 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.