



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

*\*See inside for details*

# Storekeeper II

Health Services Agency

**\$51,001.60-\$62,004.80 Annually**

Apply by July 18<sup>th</sup>, 2025 or after 100 applications are received



**STANISLAUS  
COUNTY HUMAN  
RELATIONS**

Take Your Place.

# THE POSITION

The Health Services Agency (HSA) is looking for a Storekeeper II to support the ongoing efforts of the Operational Support and Services Program. The ideal candidate is a motivated self-starter who thrives in autonomous roles and can perform effectively with minimal supervision. Experience in group coordinator is highly desirable, as this position will be responsible for assisting with the scheduling of ergonomic assessments, office setups, and installations, as well as transporting County property to designated locations. Additionally, this role provides support to the Staff Services Analyst and Coordinator on special project assignments as needed. Strong computer literacy and keen attention to detail are essential for success in this position.

The Storekeeper II is responsible for a variety of operations support tasks, including regular driving to various HSA locations. Possessing an intimate knowledge of basic handyman, construction, and maintenance is paramount to success in this role. Key duties include assembling, relocating, installing office furniture such as desks, cubicles, and clinical equipment; setting up and breaking down equipment for meeting and events; and assisting with routine monthly facility safety inspections and audits. Additional duties involve conducting ergonomic evaluations, transmitting data related to office services projects, and regularly lifting and moving items weighing 50 pounds or more. This position may require working overtime, being on standby, and responding to callback assignments. Performs other related duties as assigned.

## 5 Reasons to choose Health Services Agency as your workplace:



*Health Services Agency is committed to supporting community health!*

### ***Make a difference in the community***

Working at a Health Services Agency clinic will provide you with an opportunity to work with an incredible and committed team who genuinely cares about our community and strives to provide top quality healthcare.

### ***Build community partnerships and friendships through collaboration***

Working in a clinic, you learn from many community agencies, healthcare partners, and education systems that combine resources to make a positive impact serving Health Services Agency patients.

### ***Current employees shared that it's a great place to work!***

Caring and compassionate co-workers, positive work culture, growth opportunities, and great job security.

### ***Grow your skills and be innovative***

Working at Health Services Agency offers many opportunities for professional growth in healthcare and community engagement. You will have opportunities to learn about current issues such as health and racial equity, healthcare trends, and community partnerships.

### ***Be part of something bigger***

Whether working with individuals or part of a team, you will be making an important impact on our community members of all ages and backgrounds from pediatric to senior patients.



## THE TYPICAL TASKS

- Construct, move, and install office-related furniture, including desks, cubicles, and clinical equipment.
- Maintain accurate inventory records and ensure sufficient supplies are on hand to fulfill facility-related work orders.
- Perform manual material handling, including frequent lifting, carrying, pushing, and pulling of objects and materials weighing 50 pounds or more.
- Safely transport supplies and equipment to various sites and destinations.
- Coordination of operational support involving people, locations, or supplies using phone, text, or email communication.
- Perform setups and breakdowns of events or meetings.
- Maintain ongoing cross-departmental communication regarding projects and updates to facility work orders.
- Assist with routine monthly facility safety checks/audits.
- Conduct ergonomic evaluations and follow-ups.
- Back-up to the Storeroom functions, including but not limited to receiving, checking, storing, and shipping of items such as: office and janitorial supplies, hardware, and ergonomic supplies.
- Recommend repair, replacement, or purchase of new equipment.

## MINIMUM QUALIFICATIONS

### SKILLS/ABILITIES

- Keep up-to-date inventories by maintaining records of incoming and outgoing supplies;
- Requisition materials in a manner which will result in neither over nor under stocking;
- Organize and utilize storage space to the optimum;
- Maintain personnel records including evaluation, disciplinary actions, etc;
- Issue and store supplies properly;
- Lift, carry and push supplies and equipment;
- Estimate future supply requirements on the basis of past needs and projected workload;
- Read and write English sufficiently to fill out labels and read requisitions; and
- Supervise the work activities of other employees in the inventory record keeping and other functions of the storeroom.

### KNOWLEDGE

- Basic storekeeping principles and methods such as inventory control, shipping and receiving, and requisitioning supplies;
- Maintaining records of incoming and outgoing supplies; and
- Principles of supervision and training.

***Interested in learning more about  
Health Services Agency?***

*Scan the QR code or visit [www.schsa.org](http://www.schsa.org)*



## EDUCATION & EXPERIENCE

- One year experience comparable to a Storekeeper I; OR
- Two years experience performing ergonomic assessments, constructing office furniture, and transporting equipment and supplies.

### LICENSE

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

Proof of education will be required for verification purposes at the time of application. Applicants who are unable to submit proof must call (209) 558-4872 to make other arrangements by application deadline. Failure to submit proof will result in disqualification.

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

For the full job description,  
including minimum qualifications,  
scan the QR Code or click here





**STANISLAUS  
COUNTY HUMAN  
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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 NEW 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?*

# Employee Choice Bonus Plan

## UNDERSTANDING THE DETAILS



### JOIN OUR TEAM BY JUNE 30TH, 2026 TO BE ELIGIBLE!

The following Employee Choice Bonus Plan is designed to allow those hired full-time on or before June 30, 2026, 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



- To receive each payment, you must be hired as a new full-time employee, and be active both on the vesting date and during the pay period in which the payment is issued.
- 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, 2026, are eligible to receive future payments in accordance with their new hire date.



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## COMPENSATION & BENEFITS

Approximate Annual Base Salary:  
**\$51,001.60 - \$62,004.80**  
**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
- Two weeks annual vacation upon entering County service
- 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

*Details available upon request.*

## RECRUITMENT INCENTIVES:

### **Employee Choice Bonus Plan:**

Stanislaus County now offers an employee bonus worth up to \$10,00 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: July 18, 2025 or once 100 applications are received**

**Oral Examinations are tentatively scheduled for the week of July 21, 2025**

*Note: The eligible list generated from this recruitment may be used to fill future extra-help, part-time and full-time vacancies throughout Stanislaus County.*

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.