



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

**See inside for details*

Central Business Office Manager (Manager III)

Health Services Agency

\$87,131 - 130,686 Annually

Apply by August 1, 2025



**STANISLAUS
COUNTY HUMAN
RELATIONS**

Take Your Place.

ABOUT THE POSITION

The Health Services Agency is recruiting for a Manager III position in its Central Business Office/Central Scheduling Unit (CBO/CSU) and supporting role in the Finance Division. Under the general direction of the agency's Chief Financial Officer, the successful candidate will provide oversight and management of the daily operations of the CBO/CSU Division and assist with managing Finance Division Operations. The position will report directly to the Chief Financial Officer of the Health Services Agency and will be responsible for providing highly complex support to upper-level management. The CBO/CSU Manager will also provide support impacting all areas of the HSA Business Office/Scheduling and Finance operations which includes the following major programs and/or departments: HSA Administration, Clinics and Ancillary, and Public Health.

As the Manager in the CBO/CSU Division, the individual will serve as an advisor for the Agency's Executive Team and will help evaluate and assist Central Business and Scheduling unit issues. The incumbent will collaborate with the Finance/Clinic Managers, HSA Leadership team, and provider groups. The chosen candidate will assist in the preparation of Executive and Management reports, oversee direct claiming, and perform statistical reviews and special studies. The CBO Manager will manage and direct office staff responsible for all the patient billing/scheduling tasks and responsibilities including but not limited to budgeting, various Local/State/Federal reporting, fiscal claiming/billing, and benefits assistance. This position will also be involved in a supporting role for the Finance Division assisting with various grant billing, receivable, payable functions associated with the various programs with HSA.

HSA holds strongly to its vision of "Healthy People in a Healthy Stanislaus" by developing its services with the community in ways that support the needs of the public

Here at the Health Services Agency...

We build community by promoting health and wellness through service and collaboration for all people in Stanislaus County!

Scan the QR code to learn more about the department!





THE TYPICAL TASKS

- Plan, organize, manage, lead and coordinate the activities of Central Business Office Billing/Scheduling projects or teams which may include other partners, agencies, and vendors;
- Provide leadership, direction, and guidance for development and operational activities of the project or team in compliance with the HSA's long and short-range goals, business objectives, and strategic plans;
- Manage and oversee all aspects of the Central Business Office and Central Scheduling Unit including hiring, training, mentoring, and completing performance evaluations for support staff;
- Perform professional audits to verify the accuracy of claims, reimbursements, coding, and billing in accordance with the various plan agreements and National Healthcare Billing Audit guidelines;
- Perform audits for billing compliance by reviewing medical record documentation for compliance with the appropriate Current Procedural Terminology (CPT) and International Classification of Diseases (ICD-10) Diagnosis codes;
- Responsible for Patient Accounts Receivable, Charge Data Master, Diagnosis/Healthcare Common Procedure Coding System (HCPCS) Master File;
- Timely submission of claims and posting payments in patient charts, Electronic Health Records (EHR) Billing/Accounting software;
- Communicate with patients, physicians, insurance companies, and third-party administrators on billing issues, complaints, and questions;
- Provide billing, compliance and coding training to Clinic Support staff, Resident Physicians/Providers and other faculty team members and medical service providers;
- Serve as the Subject Matter Expert (SME) for the Agency-Wide patient billing, compliance, and data reporting for various Federal/State and local agencies;
- Develop, monitor, update all CBO/CSU policies & procedures, billing/coding updates and share/present such information at various meetings, clinics, faculty team other HSA affiliates;
- Participate in recruiting, interviewing, selecting, and evaluating staff; supervise assigned staff; establish work priorities, standards, and procedures; ensure team members receive proper training; monitor quality of work and work productivity; conduct performance reviews;
- Serve in a consultative role to department managers, staff, and Faculty Team to help gather, understand, interpret, and clarify HSA's billing, compliance and reporting/coding rules and regulations;
- Conduct presentations to internal and external entities on assigned functional areas of operations and activities;
- Manage assigned systems; monitor and track trouble reports;
- Meet regularly with staff to provide direction and to ensure goals and objectives are being met;
- Ensure HSA is in compliance with security requirements of Federal and State legislation and act as an advisor to internal staff regarding the Health Information Portability and Accountability Act (HIPAA);
- Creation and implementation of strategies to ensure data security, business continuity and high reliability of technology resources;
- Responsible for leading, managing and growing the CBO/CSU team to ensure physician, providers, medical assistants, billing specialists and other staff are successful in using HSA's electronic health record and practice management system efficiently and effectively;
- Develop and monitor billing systems, budgets, and internal control; and
- Assist the Agency Controller with various financial reporting, billing, receivables, payables, and assist with oversight, supervision and training of Finance staff.

MINIMUM QUALIFICATIONS

SKILLS/ABILITIES/KNOWLEDGE

- Judgement and Decision Making
- Complex Problem Solving
- Systems Analysis
- Management of Personnel Resources
- Time Management
- Written and Oral Expression
- Critical Thinking
- Customer Satisfaction
- Health Administration
- Public Policy
- Law and Government
- Management and Leadership
- Customer and Personal Service



EDUCATION & EXPERIENCE

- Graduation from an accredited Four (4) year college or University in a closely related field such as Business Administration, Accounting, Finance or Public Administration AND
- At least two (2) years of experience in a supervisory role performing work as described above in a large public or private organization.

**Progressively responsible experience may be substituted for the required education on a year-for-year basis*

DESIREABLE QUALIFICATIONS

In addition to the minimum qualifications, applicant screening may focus on the following desirable qualifications. Please list any of these qualifications you may have within the "Duties" section of the online application

- One (1) year of the above experience involved with overseeing extensive billing, coding, reporting, and auditing knowledge to fulfill this role to ensure compliance with various Federal/State and Center for Medicaid (CMS) guidelines and regulations; OR
- One (1) year of experience with Electronic Health Record (EHR) software applications; OR
- Possession of at least one of the following certifications:
 - Certified Professional Coder
 - Certified Professional Medical Auditor
 - Certified Professional Compliance Officer

Proof of education will be required for verification purposes at the time of application. Applicants who are unable to submit proof must call (209) 558-7192 to make other arrangements by application deadline. Failure to submit proof will result in disqualification.



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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:
\$87,131 - 130,686 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 1.5% of base salary
- Two 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
- 12 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
- 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 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: August 1, 2025

Oral Examinations are tentatively scheduled for the week of August 11, 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.