



# THE COUNTY OF STANISLAUS

## COMMUNITY SERVICES AGENCY



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

*\*See inside for details*

### Special Investigations Unit Chief (Manager II/III)

**\$77,084- \$130,686 Annually**

This is a continuous recruitment.

We encourage you to apply immediately as this recruitment may close at any time.

## THE IDEAL CANDIDATE

The ideal candidate for the Special Investigations Unit Chief role will possess exceptional skills in complex administrative work, specifically in planning, organizing, and directing activities that ensure program integrity across the Community Services Agency. This includes overseeing welfare and IHSS fraud units. They will have strong capabilities in budget preparation and monitoring, demonstrating a keen understanding of financial management related to their assigned subdivision.

Additionally, the ideal candidate will have experience in conducting internal investigations and serving as a Civil Rights Officer and CLETS/DOJ Administrator. They should exhibit strong leadership skills with a proven track record in supervision as three Special Investigator IIIs will report to this position. The candidate will be adept at multitasking and thrive in a dynamic environment, exhibiting a commitment to upholding the integrity and effectiveness of the agency's programs.

## ABOUT THE DEPARTMENT

The Community Services Agency (CSA) offers a wide array of social services to the community. With a workforce of more than 1,100 employees, CSA operates on an annual budget exceeding \$369 million. The agency collaborates with County government bodies and various community-based organizations to provide services that are culturally sensitive and accessible. More than 308,000 residents benefit from CSA's services. The Agency is structured into five divisions: (1) Adult, Child, and Family Services Division (ACFSD); (2) StanWORKs Division; (3) Finance and Operations Division; (4) Housing and Homelessness; and (5) Administration. The StanWORKs Division encompasses programs such as CalWORKs, CalFresh, Medi-Cal, Child Care, General Assistance, Refugee Programs, Civil Rights, Hearings, CalSAWS, and Special Investigations.



Here at the **Community Services Agency...**

*We build community by cultivating safety, stability, and resiliency  
– strengthening the foundation for all.*

## 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;
- Act as the the Chief Privacy Officer for CSA;
- 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;
- Develop and mentor staff on a continuous basis and promote an atmosphere of continuous improvement; and
- Promote teamwork.

## BACKGROUND REQUIREMENTS

To be considered for employment as the Special Investigations Manager/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:

- 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.

*To learn more about the  
Community Services Agency, scan the QR code  
or visit <https://www.csa-stanislaus.com/>*





# MINIMUM QUALIFICATIONS

## KNOWLEDGE/SKILLS/ ABILITIES

- Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Writing — Communicating effectively in writing as appropriate for the needs of the audience.
- Complex Problem Solving — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Public Safety and Security — Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.
- Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- Reading Comprehension — Understanding written sentences and paragraphs in work-related documents.
- Speaking — Talking to others to convey information effectively.
- Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Active Learning — Understanding the implications of new information for both current and future problem-solving and decision-making.
- Coordination — Adjusting actions in relation to others' actions.
- Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do.
- Persuasion — Persuading others to change their minds or behavior.
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- Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- Negotiation — Bringing others together and trying to reconcile differences.
- Time Management — Managing one's own time and the time of others.
- Instructing — Teaching others how to do something.
- Management of Personnel Resources — Motivating, developing, and directing people as they work, identifying the best people for the job.
- Service Orientation — Actively looking for ways to help people.
- Law and Government — Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.
- Administration and Management — Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
- Emotional Intelligence — High level of self-awareness and ability to manage one's own emotions in a professional setting, strong interpersonal and relationship-building skills, and demonstrated ability to show empathy, active listening, and cultural sensitivity in diverse environments.
- Interpersonal relations and communication — Skilled at navigating difficult conversations with tact and diplomacy and ability to resolve interpersonal conflicts constructively while maintaining team cohesion.
- Leadership — Proven ability to lead and inspire teams to meet strategic goals, demonstrated experience in coaching, mentoring, and developing others, and ability to delegate effectively and manage multiple priorities.

## EDUCATION & EXPERIENCE

- Meet the POST requirements for the position listed on this flyer AND
- Must possess an Active "full" Basic Post or an Active 16-week Specialized Investigators Basic Course Certificate approved by the Peace Officers Standards and Training  
AND MEET ONE OF THE PATTERNS BELOW:

### **PATTERN I:**

- One (1) year of experience comparable to a Manager II in a California Public Social Services Agency (including experience in fraud investigations) or law Enforcement Agency; AND
- Completion of at least 30 college semester units in Criminal Justice, Public Administration, Business Administration, Human Services, Social Sciences, or in a closely related field.

### **PATTERN II:**

- Three (3) years of experience in supervision in a California Public Social Services Agency (including experience in fraud investigations) or law enforcement agency; AND
- Completion of at least 30 college semester units in Criminal Justice, Public Administration, Business Administration, Human Services, Social Sciences, or in a closely related field.

## DESIRABLE QUALIFICATION

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.

- Associate Degree with successful completion of 12 semester units of college-level coursework in criminal justice.

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 prior to the final filing date to make other arrangements. Failure to submit proof will result in disqualification.

*Interested in learning more about the Community Services Department?*

*Click the link or scan the QR code: <https://www.csa-stanislaus.com/>*





**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 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.

## COMPENSATION & BENEFITS

Approximate Annual Base Salary:

**77,084 - \$130,686**

The County of Stanislaus provides a competitive and comprehensive benefits package for regular full-time County Managers 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
- 2 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 upon Department Head approval
- Moving allowance if recruited from out-of-County
- 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](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 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: Open Continuously**

### **Oral Examinations are tentatively scheduled : On a continuous basis**

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.