



Stanislaus County invites your application for  
**Community System of Care Management Consultant  
(Manager I/II/III)**  
**Final Filing Date: May 7, 2018**  
**Oral Exam: Week of May 14 or May 21 2018**

A safe community

A well-planned  
infrastructure system

A healthy community

A strong local community

Effective partnerships

A strong agricultural  
economy/heritage

Efficient delivery of public  
services

The Stanislaus County Board of Supervisors is committed to providing excellent community service, charging the organization to effectively manage public resources, encouraging innovation and continuously improving business efficiencies.



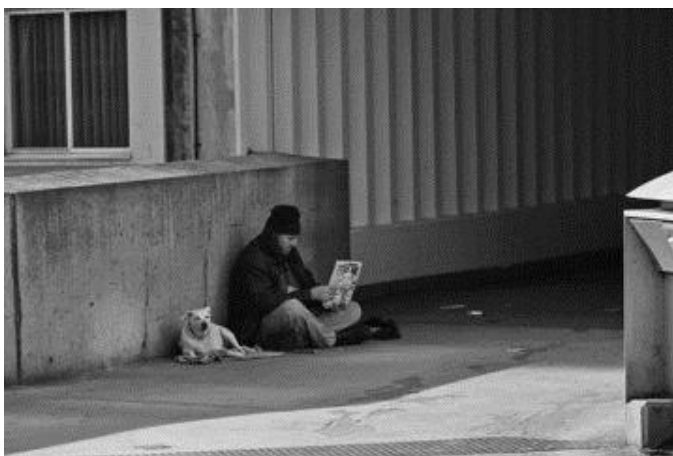
## GENERAL INFORMATION

Stanislaus County is recruiting management professionals to fill current and future vacancies within Stanislaus County's Focus on Prevention team.

The management series is part of the unclassified service of the County. As such the incumbent shall be an "at-will" employee of County government and designated management for labor relations purposes and "FLSA Exempt" for purposes of determining overtime eligibility. Final appointment will be at the Manager I, II or III classification level dependent upon the qualifications of the selected candidate.

## ABOUT THE DEPARTMENT

The Chief Executive Office offers a variety of leadership and management opportunities in support of the County's commitment and vision to be "a county that is respected for its service in the community and is known as the best in America." The Chief Executive Office provides for the overall sound and effective management of County government pursuant to Board policy and the adopted County budget. Chief Executive Office staff works closely with representatives from all County departments to support our goal of delivering excellent services throughout our community.



## ABOUT FOCUS ON PREVENTION

The Chief Executive Office provides administrative infrastructure and support to the Focus on Prevention (FOP), a County-wide initiative that aims to improve the quality of life of all Stanislaus County residents and families through coordinated prevention efforts that work across multiple sectors to promote health and well being. These sectors

include government; business; health; non-profit; philanthropy; education; faith; neighborhood; media; and arts, entertainment and sports. FOP has four areas of focus: reducing homelessness; strengthening families; investing in children and youth; and reducing recidivism (re-entry into the criminal justice system).

Two focus areas have developed to date, with more planned over time. The first movement, launched in May 2015, is working to improve the wellbeing of people who are homeless or at risk of homelessness. The second movement, recently began in early 2017, is focusing on individuals who have been engaged in the criminal justice system, their families, and the families they have directly affected. On March 2017 the Stanislaus Housing and Support Services Collaborative/Continuum of Care and the Homelessness Action Council merged into one planning and coordinating body for homelessness programs and services in Stanislaus County, the Stanislaus Community System of Care (CSOC). The CSOC provides a platform in which all sectors have a role and are contributing to the prevention and reduction of homelessness, and acknowledges that service providers and partners can accomplish much more working together rather than separately.

## ABOUT THE POSITION

Under the general direction of the Deputy Executive Officer in the Chief Executive Office, and in close partnership with the Community System of Care (CSOC) co-chairs, the CSOC Management Consultant facilitates the collective success of this multi-sector, Countywide leadership collaborative, and drives the CSOC Leadership Council's Homelessness planning and coordination of internal and external functions, including strategy, communication, community engagement, and data function. The incumbent will provide direct management consultation and support to the CSOC's 25-member Leadership Council to leverage available resources and ensure a cohesive, solution-focused approach necessitating close coordination and synchronization with County departments, other jurisdictions and governmental agencies, and community based organizations in order to bring the vision of Focus on Prevention to full fruition.

## TYPICAL DUTIES

- Serve as the County's primary point of contact for homeless issues and engage agencies to promote a multi-sector response in addressing homelessness;
- Provide management support to the CSOC Leadership Council and workgroups by designing meeting agendas, facilitating meetings, assisting in preparation of meeting materials, reports, communication, etc.;
- Facilitate formal and informal communication between CSOC Leadership Council and partners to ensure alignment of activities and planning efforts;
- Provide project management support of the Notice of Funding Availability for the Housing and Urban Development process and Continuum of Care Collaborative Application;
- Use varied techniques to establish and maintain productive working relationships throughout the homelessness service provider community, and with stakeholders, in order to build an alliance and achieve results;
- Provide project management support by managing the planning deliverables of the CSOC, tracking planning performance, specifically to analyze the successful completion of short and long term planning objectives;
- Provide support and guidance to County departments, community partners and non-profit partner organizations in aligning resources with the Homelessness Initiative, including but not limited to Chief Executive Office, Community Services Agency Homeless Services, Behavioral Health and Recovery Services Homelessness Services, Continuum of Care Permanent Supportive Housing, and Housing and Urban Development HUD jurisdictions;
- Provide project management support for the program and partnership development for the Homelessness Access Center, and Outreach and Engagement Center;
- Coordinate research and other activities with initiative partners to minimize redundancies and to align strategies and actions, including conducting individual outreach and education as needed;
- Coordinate with other projects and coalitions to maintain a full understanding of the current landscape of local and regional activities, and integrating their work into the CSOC's planning processes;

- Create or manage the creation of yearly summary reports of CSOC's progress for the Stewardship Council, Board of Supervisors, and external audiences;
- Coordinate the development of communication materials as the CSOC evolves, potentially including summary documents, brochures, FAQ's and other items;
- Oversee the development and implementation of a shared measurement system that will track common outcomes and indicators across the initiative and use results to inform learning and continuous improvement; and
- Identify improvements in use of data-driven decision-making and ensuring that data is collected, integrated, and communicated effectively across the Homelessness Initiative partners.

## OUTREACH AND ENGAGEMENT CENTER LEADERSHIP

The CSOC Management Consultant is housed at the Outreach and Engagement Center (OEC), and provides overall leadership and partnership development for this new and growing program. The OEC has multiple co-located outreach staff whom are supervised within their respective organizations. The CSOC Management Consultant provides overall leadership and partnership development support for the OEC.

Typical duties include:

- Program development;
- Partnership coordination; and
- Policy development



## SKILLS / ABILITIES

- Cultivate excellent working relationships with multi-sector leaders involved in this initiative in a way that can inspire collective action without formal authority;

- Build the CSOC identity as a respected, neutral convener among a broad spectrum of local stakeholders and multi-sector partners;
- Be accountable for nurturing the efficiency and effectiveness of both, providing high level strategic thinking and facilitation of the Homelessness Initiative.
- Provide visionary, adaptive leadership, modeling the Homelessness Initiative guiding values at all times and fostering a culture that reflects them;
- Build and maintain relationships with Stewardship Council and CSOC leaders;
- Maintain understanding of current implementation challenges and develop comprehensive solutions to address them;
- Communicate and share the objectives of the CSOC to the community and potential partners; and
- Be able to operate and thrive in an environment that at times may be fluid or ambiguous; willingness to “roll up one’s sleeves” and extend beyond formal responsibilities based on the needs of the work.



## KNOWLEDGE

- Effective multi-sector collaboration or community development and empowerment practices;
- Effective project management and shared measurement practices;
- Principles and practices of supervision and management;
- Modern office practices and procedures, including business correspondence;
- Basic statistical methods used for management analysis;
- Departmental organization and operations; and
- Computer applications relevant to assigned areas of responsibility.

## EDUCATION / EXPERIENCE

**Education** – For all positions, graduation from an accredited four-year college or university with a degree in Public or Business Administration, Accounting or a closely related field. Progressively responsible experience in a related area may be substituted for the required education on a year-for-year basis;

### AND

- **Manager I** – Entry level position requiring a minimum of one year experience providing complex administrative support in a large public or private human services organization or multi-sector/community collaborative and development team.
- **Manager II** – Requires one year as a Manager I or a minimum of three years of experience providing complex administrative support in a large public or private human services organization or multi-sector/community collaborative
- **Manager III** – Journey level position requiring one year as a Manager II or a minimum of four years of experience providing complex administrative support in a large public or private human services organization or multi-sector/community collaborative and development team.

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

### Desirable Qualifications

- Experience in developing, leading or coordinating multi-sector and/or community collaborative and development efforts;
- Working knowledge of Housing and Urban Development (HUD) programs, policies, and procedures;
- Broad understanding and experience writing and working with grant programs particularly related to HUD.

Proof of education is required for verification purposes at the time of application. Applicants who are unable to submit proof must call 209-525-6333 to make other arrangements before 5 p.m. on the

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

## **COMPENSATION (\$52,915.20-\$100,734.40)**

Stanislaus County provides a competitive and comprehensive benefits package for regular, full-time County employees including:

- Excellent retirement benefit (2% at approx. age 61 formula)
- Health Plan coverage for employee dependents (health/dental/vision)
- County paid Deferred Compensation at 1.5% of base salary
- Two weeks annual vacation accrual 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
- 10 paid holidays annually
- \$900 annual Professional Development reimbursement
- Term Life Insurance
- Disability Protection

For a complete summary of all benefits, please visit our Human Resources webpage at <http://www.stancounty.com/personnel> and select "Employee Benefits" under "Related Links" on the right hand side.

## **GENERAL QUALIFICATIONS**

- Applicants must possess and maintain a valid California Driver's License and remain free from repeated preventable accidents;
- Pass County-paid pre-employment drug screening and job-related background investigation;
- Perform job duties in a manner assuring a safe working environment for oneself and others; and
- Maintain confidential information according to legal standards and/or County regulations as required.

## **RECRUITMENT ACCOMMODATIONS**

Arrangements may be made to accommodate disabilities or religious convictions. Applicants requiring testing accommodations are required to complete and submit the Testing Accommodation

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. <http://www.stancounty.com/personnel/pdf/ADATestingForm.pdf>.

## **EQUAL EMPLOYMENT OPPORTUNITY**

The County of Stanislaus is an Equal Opportunity Employer. All qualified applicants are encouraged to submit online application(s) for open position(s).

Stanislaus County is committed to establishing and maintaining effective working relationships with the general public, co-workers, supervisors, and members of diverse cultural and linguistic backgrounds regardless of race, religious creed, color, national origin, ancestry, physical or mental disability, medical condition, genetic information, pregnancy related condition, marital status, gender / sex, sexual orientation, gender identity, gender expression, age (over 40), political affiliation or belief, or military or veteran status.



## **APPLICATION PROCEDURES/FINAL FILING DATE**

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.

## **CLASSIFICATION INFORMATION**

Unless otherwise provided, this position is part of the Unclassified Service of the County and considered "at will for labor relations purposes.

Incumbents are also subject to overtime, standby, callback, weekend, holiday and shift assignments. The individual selected will participate in the Stanislaus County Pay-for-Performance program, as well as receive additional benefits.

## **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 days after the examination results are mailed.

## **DISCLAIMER**

Stanislaus County reserves the right to revise the examination plan described in this bulletin to better meet the needs of County service. The provisions of this bulletin do not constitute an express or implied contract. Any provisions contained in this bulletin may be modified or revoked without notice. The information contained in the bulletin sets forth a general summary of benefits for this respective position. This information is not legally binding. The benefits and any other information regarding this position may be found on Stanislaus County Code, the Stanislaus County Personnel Policies manual, or in the applicable Memorandum of Understanding and such information prevails over information contained in this bulletin. Questions regarding this bulletin may be directed to the Stanislaus County Chief Executive Office/Human Resources.

The Job task Analysis provides information detailing the physical and functional demands of the classification. For the complete job task analysis, visit the Risk Management website at <http://www.stancounty.com/Riskmgmt/> under "Disability Management."

# clubwellness

The County of Stanislaus and its employees embrace the Club Wellness Mission Statement.

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.

