



# THE COUNTY OF STANISLAUS HEALTH SERVICES AGENCY

AUGUST 27, 2021—SEPTEMBER 7, 2021



## COVID-19 Operations Manager (Manager II)

\$66,851.20—\$100,256.00 Annually

Position is contingent on Board of Supervisor approval on September 21, 2021.  
The Operations Manager will work in a grant funded position through July 2023.

## Operations Manager (Manager II)

The County of Stanislaus, Public, a department of the Health Services Agency invites qualified applicants who are dedicated to public service and who possess strong administrative, communication, and leadership skills to serve as an Operations Manager. Under the direction of the Public Health Director in the Department Operations Center/COVID Transition Unit, the Operations Manager will work in a ELC grant-funded position.

### **About the Community**

Stanislaus County is located in Central California within 90 minutes of the San Francisco Bay Area, the Silicon Valley, Sacramento, the Sierra Nevada Mountains and California's Central Coast. With an estimated 545,267 people calling this area home, the community reflects a region rich in diversity with a strong sense of community. Two of California's major north-south transportation routes (Interstate 5 and Highway 99) intersect the area and the County has quickly become one of the dominant logistics center locations on the west coast.

The County is home to a vibrant arts community with the world-class Gallo Center for the Arts, a symphony orchestra, and abundant visual and performing arts. Stanislaus County is a global center for agribusiness, positioned by its mild Mediterranean climate, rich soils and progressive farming practices. The area is recognized internationally for agricultural innovation with wine, almonds, poultry, milk, cattle, and walnuts being some of the featured industries.

The County is also home to California State University Stanislaus, Modesto Junior College and benefits from satellite locations of other high-quality educational institutions. The County was established in 1854 and has a total land area of 1,515 square miles. Temperatures range from an average low of 43 degrees in the winter, to an average high of 92 degrees in the summer. Temperatures move up into the high 90s during the summer months with low humidity and cool evening breezes from the San Joaquin Delta.

Stanislaus County has a current year total budget of \$1.4 billion and over 4,500 positions within 27 agencies and departments.

### **About the Department**

The Stanislaus County Public Health, a department of the County's Health Services Agency, has been part of the County's Department Operations Center (DOC) due to the Governor and the County Chief Executive Office declaring the COVID-19 pandemic an emergency. Additional and extraordinary goals have been established for the department with the primary goal to slow the spread of the virus.

Health Services Agency employees support the department's mission to promote, protect, and improve the health of the community through leadership, partnership, and innovation.

Public Health Services include: assessment of the health status of residents, disease prevention, community mobilization, outreach, education, disease control, policy recommendation, and assurance of quality health care services.

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

### **The Position**

This position is to fill an employee vacancy at the Department of Operations Center (DOC). The Operations Manager is responsible for the daily oversight of the COVID-19 DOC. This is a leadership position charged administering, coordinating and managing the operations of the COVID-19 DOC in coordination with Human Resources, Finance and Information Technology (IT) teams. Under the direction of the Public Health Director, this position will work closely with public health staff, stakeholders, and emergency management to provide an effective response to the COVID-19 pandemic focusing on reducing the spread of the virus, making community testing available, providing clear and accurate information, and ensuring community-wide vaccination.

### Typical Duties and Responsibilities

- Support COVID-19 operations in achieving planned outcomes and deliverables as well as track and monitor metrics, expenditures and budget;
- Coordinate technical support at all areas of the operation, liaising with technical focal points (HR, IT, and Finance) regularly to ensure smooth implementation;
- Participates in ongoing planning, analysis and coordination for all COVID activities and continually assesses projects for successes;
- In collaboration with Project Manager, assists with the determination of priorities, staffing, resources, training, and facilitate short and long-term goal attainment;
- Initiate and coordinate regular meetings with support and technical staff to share information and address emerging issues;
- Supports or leads in the development of policies and procedures that support changes in COVID-19 response;
- Manage operational budgets to ensure that expenditure support deliverables;
- Continually assesses projects for successes, potential linkages, gaps, barriers and challenges in order to further enhance effectiveness of response;
- Support the achievement of planned outcomes and deliverables following timelines and within budgets; and
- Supports or leads in the development and implementation of monitoring plans for program/project transition.

### Skills/Abilities

- On a continuous basis, know and understand all aspects of the job; intermittently analyze work and special projects;
- Develop and recommend policies and procedures related to assigned operations;
- Analyze situations quickly and objectively, apply appropriate elements of decision making and determine the proper course of action;
- Ability to manage change, problem solve, re-prioritize and pivot as needed in a fast-paced, dynamic environment;
- Ability to direct and work with cross-functional and diverse teams including establishing strong relationships with a wide range of key stakeholders, partners and staff;
- Ability to think strategically and implement tactical initiatives;
- Ability to work independently with minimal direction;
- Ability to handle confidential information with professionalism and discretion;
- Attention to process and detail a must;
- Communicate clearly and concisely, both orally and in writing; and
- Supervise, train and evaluate assigned staff.



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### Knowledge

- Understanding of public health practices functions, and systems and infrastructure;
- Advanced experience with Microsoft products (Outlook, Word, Excel) and database application, social media and virtual platforms;
- Experience in project management, strategic planning, and community engagement;
- Experience in continuous quality improvement business processes, and workflow;
- Principles of organizational management and staffing;
- Principles of emergency management, including incident command system with training in Incident Command System; and
- Basic understanding of social determinants, health disparities and health and racial equity.

### Education

- Bachelor's degree in communications, public relations, marketing, journalism, or related field; **AND**
- At least three (3) years of public relations, communications, marketing, public health, health systems experience, or the equivalent.

Proof of Education must be provided at the time of application. Applicants who are not able to submit proof must call (209) 558-7106 to make other arrangements before 5pm on the final filing date. Failure to submit proof or make other arrangements before the final filing deadline may result in disqualification.

### BENEFITS PACKAGE

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 61 formula);
- Medical, dental, vision, and basic term life insurance plans;
- County paid Deferred Compensation at 1.5% of base salary;
- Three 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;
- 10 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; and
- Employee Assistance Program.

Details available upon request.



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### **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. 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.

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 the "Disability" tab.

### **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 on your qualifications.

### **Resumes will not be accepted in lieu of a complete 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 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>

### **GENERAL INFORMATION**

Appointment to County employment is contingent upon passing a fingerprint criminal background check. Some positions may also require a County-paid pre-employment drug screening. Some positions may require possession or the ability to obtain, and maintenance of a valid California Driver's license or the ability to utilize an alternative method of transportation when needed to carry out job related essential functions.

### **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 Office 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 Understandings, and such information prevails over information contained in this flyer. Questions regarding this announcement may be directed to the Stanislaus County Chief Executive Office Human Relations team.



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. For more information on Club Wellness go to [www.myclubwellness.org](http://www.myclubwellness.org)