



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

**See inside for details*

Senior Human Resources Manager (Manager IV)

Community Services Agency

\$98,508 - \$147,763 Annually



Take Your Place.

This is a continuous recruitment.

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

THE IDEAL CANDIDATE

We are seeking an experienced Senior Human Resources (HR) Manager to oversee our team and manage various functions, including recruitment and retention, staff development, discipline, labor relations, payroll, policies and procedures, disability management, safety and security, equal rights, and position management. Strong leadership abilities, effective engagement with staff, excellent communication skills, and a results-oriented mindset are essential. Your capacity to lead both independently and as part of a senior executive team will be crucial in addressing a wide range of diverse and complex human resources challenges. The ideal candidate will possess a clear understanding and a genuine passion in aligning their leadership approach and vision for the department's Human Resources team with the County's and Department's Mission, Vision, and Values.

THE DEPARTMENT

The Community Services Agency (CSA) offers a wide array of social services to the community, guided by its Mission Statement: "We Build Community by Cultivating Safety, Stability, and Resiliency—Strengthening the Foundation For All." With a dedicated team of over 1,100 employees and an annual operating budget exceeding \$377 million, CSA collaborates with County government agencies and various community-based organizations to deliver culturally responsive and accessible services. More than 308,000 residents benefit from CSA's programs. 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.



Knowledge/Skills/Abilities

- Leadership Theory
- Personnel and Human Resources
- Administration and Management
- English Language
- Law and Government
- Education and Training
- Customer and Personal Service
- Critical Thinking
- Management of Personnel Resources
- Writing/Speaking/Instructing
- Systems Analysis/Complex Problem Solving
- Judgment & Decision Making
- Fluency of Ideas

THE TYPICAL TASKS

- Manage and coordinate all activities of Human Resources and Risk Management programs for the agency
- Conduct comprehensive evaluations of administrative and regulatory issues related to Human Resources/Risk Management programs, including: investigation, evaluation and analysis of complex issues, and the development and reporting of recommendations
- Advise executive leadership, managers, supervisors, and employees in the interpretation and technical application of Human Resources rules, policies, and procedures and State and Federal employment laws
- Work closely with executive management and other stakeholders throughout the County on the development of strategic recommendations and action plans impacting the overall administration and operational efficiencies of departments
- Administer the Department's Equal Rights Program serving as the department's Equal Rights Officer
- Consult with department management and designated employee representatives on labor relations issues within the scope of union representation
- Build and foster professional relationships with bargaining units essential for organizational success
- Assign and/or supervise the duties of subordinate employees engaged in human resource activities including recruitment, payroll, leaves of absence and disability management, safety, discipline, training and development, and performance management
- Represent department and make presentations to management staff and other agencies
- Negotiate and administer terms and conditions of contracts and other binding documents; manage and oversee the contracted services
- Develop department policies, procedures, and programs relating to human resources
- Complete special projects as assigned by the Director or Assistant Directors
- Monitor human resource activities for the purpose of assuring compliance with County and Department human resources policies and procedures, collective bargaining agreements and laws and regulations
- Develop and maintain productive working relationships with collective bargaining groups



Interested in learning more about the Community Services Agency? Scan the QR code or visit <https://www.csa-stanislaus.com/>



WHAT OPPORTUNITIES DOES THIS POSITION PROVIDE?

- You will hold significant influence within the senior executive leadership team, driving impactful decisions for departmental advancement.
- You will have the opportunity to operate independently, leveraging your expertise and experience to inform strategic directives.
- Oversight of four divisions within Human Relations, leading a team of 15 employees and four direct reports.
- Abundant avenues for professional development, fostering growth opportunities and leadership prospects.
- Your decisions will directly shape the department's trajectory and effectiveness.



MINIMUM QUALIFICATIONS

EDUCATION & EXPERIENCE

- Graduation from an accredited four-year college or university with major coursework in Public or Business Administration, Human Resource Management, Communication, or a closely related field; AND
- Possess at least four (4) years of full-time management experience in a California public agency Human Resources division.

Progressively responsible management experience in a related area may be substituted for the required education on a year-for-year basis.

Proof of education is required for verification purposes at the time of application. Applicants who are unable to submit proof must call (209) 558-1200 to make other arrangements before 5 pm on the final filing date. Failure to submit proof or make other arrangements before the final filing date deadline will result in disqualification.

DESIRABLE QUALIFICATIONS

- Graduation from an accredited four-year college or university with major coursework in Public or Business Administration, Human Resource Management, Communication, or a closely related field; OR
- Seven (7) years of full-time management experience in a California public agency Human Resources division



**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 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, 2025 TO BE ELIGIBLE!

The following Employee Choice Bonus Plan is designed to allow eligible employees, current active full-time employees or those hired full-time on or before June 30, 2025, 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



- Must be an active full-time employee on each vesting date and during the pay period of the payment date to receive each payment.
- 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, 2025, are eligible to receive future payments in accordance with their new hire date.



COMPENSATION & BENEFITS

\$98,508 - \$147,763 Annually

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 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 for details. 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 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 <https://www.stancounty.com/riskmgmt/risk-dm-jta-class-sub-main.shtm>.

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.