



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 Relations Management Consultant - Department Support Unit (Manager IV)

Chief Executive Office

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

Apply by November 19, 2024



THE POSITION

The County of Stanislaus, Chief Executive Office invites applications from qualified candidates for the position of Senior Human Relations Management Consultant - Department Support Unit (Manager IV).

Under the direction of the Human Relations Director, the Human Relations Senior Management Consultant is responsible for providing strategic leadership and operational oversight for the County Human Relations Department Support Unit. Serves on the County Human Relations senior leadership team charged to develop, recommend, implement, and drive HR policies, procedures, and best practices. The role also involves managing a team of HR managers who provide direct consultation, support, and compliance services in all disciplines of human resources to 22 county departments. Finally, the position requires working closely with department heads, senior executive leadership, elected officials and boards, labor representatives, vendors, and the public.

*Becoming a community of choice, where people live, work, and thrive -
a place worthy of calling home.*

THE IDEAL CANDIDATE

The ideal candidate will be a charismatic and influential leader with a high degree of emotional intelligence. They will possess exceptional communication skills, both written and verbal, and will be able to build and maintain strong relationships with stakeholders at all levels of the organization and the community. They will possess a commitment to the organization's mission, values, and strategic objectives, and will demonstrate unwavering ethical integrity. A highly motivated self-starter, the candidate will be a results-oriented problem-solver with a passion for HR. They will possess exceptional analytical and critical thinking skills, coupled with a strong ability to translate complex data into actionable insights. Demonstrating a proven track record of success in HR management roles, the candidate will have a deep understanding of current HR trends, best practices, and regulatory compliance. They will be adept at developing and implementing innovative HR strategies that align with organizational goals and drive business performance.

*Scan the QR code to learn more about
the Chief Executive Office, or visit
www.stancounty.com/ceo*



THE TYPICAL TASKS

- Provide leadership and oversight of HR managers assigned to the Department Support Unit that provide direct HR consultation, support, and compliance to 22 county departments
- Coach, mentor, manage, and evaluate the performance of staff
- Serve on the Chief Executive Office Human Relations executive team to develop, recommend, implement, and drive HR policies, strategies, and initiatives
- Build relationships with department heads, senior executives, elected officials, vendors, and the community to create effective partnerships aimed at achieving desirable outcomes
- Identify issues, analyze trends, interpret data, design solutions, and assess results regarding matters of HR concern
- Research and interpret legislation to identify impacts to county HR policies and operations.
- Review, interpret, and provide guidance on current or proposed County ordinances and policies, state and federal statutes, and various labor agreements
- Consult with County Counsel and County senior leadership to address legal concerns and help develop strategies to mitigate risk
- Lead various projects, prepare reports and memoranda, write policies, and make presentations.
- Prepare, review, and present Board of Supervisor briefings and board agenda items
- Provide direction to subordinate staff in all disciplines of HR, including but not limited to talent acquisition, performance and disability management, labor relations, discipline, learning and development, policy applications, and other enterprise HR functions



MINIMUM QUALIFICATIONS

KNOWLEDGE/SKILLS/ABILITIES

- Personnel Laws, Principles, and Best Practices
- County Government Structure and Functions
- Strategic Leadership
- Public Administration and Management
- Legislation and Policy Analysis
- Complex Planning and Problem-Solving
- Critical Thinking
- Judgment and Decision-Making
- Research and Analysis
- Program/Project Management
- Effective Communication, Verbal and Written
- Relationship Building
- Meeting Facilitation and Presentation
- Proficiency in HR Management Software and Systems

MINIMUM QUALIFICATIONS

EDUCATION & EXPERIENCE

- Graduation from an accredited four-year college or university with a bachelor's degree or higher in business or public administration, or a closely related field; AND
- Four (4) years' of progressively responsible experience as a manager in a public agency; OR
- Possess at least five (5) years of progressively responsible analytical or professional level experience in HR, with a minimum of two (2) years equivalent to a Manager III in Stanislaus County.

** Additional experience as described above may be substituted for education on a year-for-year basis*

Proof of education and certification may be required for verification purposes at the time of application. Applicants who are unable to submit proof must call 209-525-6341 to make other arrangements. Failure to submit proof will result in disqualification.

DESIRABLE QUALIFICATIONS

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

- Master's Degree in Business, Public Administration, or a closely related field
- Four (4) years of progressively responsible experience as a Human Resources Manager in a public agency
- SHRM Certification
- PHR Certification
- SPHR Certification





**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?



**STANISLAUS
COUNTY HUMAN
RELATIONS**

Take Your Place.



clubwellness
myclubwellness.org

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

Approximate Annual Base Salary:

\$98,508 - \$147,763

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 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: Apply by November 19, 2024

Oral Examinations are tentatively scheduled for the week of December 2, 2024

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.