



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*

Software Administrator III

\$110,385 - \$134,180 Annually

Please apply by December 11, 2024

THE IDEAL CANDIDATE

The Stanislaus County Community Services Agency seeks a candidate with strong server-side technology expertise. The ideal candidate will administer enterprise solutions or critical department systems such as electronic health record, electronic medical record, Oracle Financial Management System, PeopleSoft and CalSAWS where the primary responsibilities are related to ETL processes for reporting purposes, using development tools to customize or enhance data entry, maintaining databases, maintaining user access and security, and system administration with limited coding. The Software Administrator series is distinguished from the Software Engineer series in that the latter classification is focused on the analysis of business needs, creates applications, designs new or enhanced programs, codes program, develops desktop and web-based applications and provides ongoing support to internally developed applications.

ABOUT THE POSITION

The Software Administrator III is the advanced journey level professional class in the Software Administrator series. Assignments require extensive expertise and experience in carrying out software maintenance, database administration and Data Warehousing efforts at the departmental or enterprise level. This classification is focused on the maintenance and enhancement of existing applications, identification of software solutions to improve operations, development and administration of databases, development of ETL (Extract, Transform and Load) processes as part of Data Warehouse and/or Data Marts, and reporting solutions including dashboards. Incumbents should have strong knowledge and experience with industry-standard project development methodologies. This classification is distinguished from Software Administrator II in that the latter is the journey level classification performing complex duties under general supervision while this classification performs the most complex duties with limited direction, may be the highest-level classification in a moderately complex department and may supervise other professional staff.



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

*Scan the QR or visit
<https://www.csa-stanislaus.com/>*



TYPICAL TASKS

Duties may include, but are not limited to, the following:

- Serve as system administrator for a large enterprise wide system such as electronic health record, enterprise resource planning, or geographical information system;
- Perform database administration, design, and develop databases within an application; apply security and functionality patches and updates to the system and test pre and post production;
- Administer the GIS system, automate GIS tasks by creating scripts; complete complex analysis and create maps and other documents, organize and lead GIS user groups;
- Participate in the analysis and design of County wide solutions like Data Warehouse and Data Marts;
- Identify problems and supervise staff who provide resolutions for complex off the shelf or third-party systems, develop processes and procedures to aid staff using applications;
- Monitor system logs/performance data to identify potential problems and remedy identified issues; tune database and write solutions to improve system performance;
- Correct program problems by analyzing results of production runs, design and run test scenarios to diagnose problems; resolve data, configuration, and operator errors;
- Analyze customer problems and requests; create solutions using advanced features of computer applications or creating detail program specifications for software engineers or vendors;
- Supervise the business need determination, vendor selection and implementation of complex applications;
- Write and maintain user documentation;
- Install software packages and patches including pre-production testing; perform data conversion and package maintenance;
- Supervise, train, and evaluate performance of staff;
- Ensure data is backed up; may perform data recovery or restoration;
- Provides after hours support as assigned; and
- Perform related duties as assigned.



At the Community Services Agency,

*We Build Community by cultivating
safety, stability, and resiliency - strengthening the
foundation for all!*

MINIMUM QUALIFICATIONS

EDUCATION & EXPERIENCE

PATTERN I

- Two years as a Software Administrator II with Stanislaus County.

PATTERN II:

- Equivalent to the completion of an Bachelor's Degree from an accredited college or university with major coursework in computer science, information technology, or a related field; AND
- Two (2) years of journey experience in database administration, software administration, GIS administration or related field; supervisory experience desirable.

PATTERN III:

- Possession of an approved information systems technology certificate, or completion of an approved information systems training course or equivalent to an Associate's degree from an accredited college or university with major coursework in computer science, information technology, or a related field; AND
- Four (4) years of journey experience in database administration, software administration, GIS administration or related field; supervisory experience desirable.

Proof of education is required for verification purposes at the time of application. Applicants who are unable to submit proof must call 209-525-5460 to make other arrangements before 5pm on the final filing date. Failure to submit proof or make other arrangements before the final filing deadline will result in disqualification.

LICENSE AND/OR CERTIFICATE

- Some positions may be required to possess and maintain a valid California Driver's License and meet County insurability requirements;
- Depending upon assignment, demonstrated technical competency and/or certification pertaining to the information technology used by the appointing department may be required.

For the full minimum qualifications, including the knowledge, skills, and abilities, scan the QR code or click [here](#).





**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:

\$ 110,385- \$ 134,180 Annually

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

- Excellent retirement benefits
- Medical, dental, vision, and basic term life insurance plans
- Vacation Accruals
- Disability protection
- 96 hours of sick leave annually
- 12 paid holidays annually
- 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 more information.

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 Classified Service of the County and is assigned to the Technical Services bargaining unit for labor relations purposes. Individuals who are in a full-time classification position are required to serve a twelve-month probationary period, which may be extended an additional six months, for a total of eighteen months. Incumbents may also be subject to overtime, standby, callback, weekend, holiday and shift assignments as identified in their MOU (Memorandum of Understanding).

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 December 11, 2024.

Oral interviews tentatively scheduled for the week of January 1, 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. <https://www.stancounty.com/personnel/pdf/ADATestingForm.pdf>

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.