



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

**See inside for details*

HR Operations & Benefits Management Consultant (Manager III/IV)

Chief Executive Office
\$87,131 - \$147,763 Annually

Apply by March 14, 2025



THE POSITION

The County of Stanislaus, Chief Executive Office invites applications from qualified candidates for the position of HR Operations & Benefits Management Consultant (Manager III/IV).

Under direction of the Human Relations Director, the HR Operations & Benefits Management Consultant (Manager III/IV) is responsible for leading and overseeing the Chief Executive Office's Operations & Benefits Unit. Operations & Benefits provides comprehensive oversight and guidance to County departments on HR matters related to personnel operations, benefits administration, and leaves of absence. This Senior Manager is responsible for management of employee wellness and benefits programs, employee leave requests to include Family and Medical Leave Act (FMLA), California Family Rights Act (CFRA) Pregnancy Disability Leave (PDL), and the County's PeopleSoft Human Capital Management (HCM) system. This team is responsible for processing medical leave requests, personnel actions, and position management, including all data entry related to full-time and part-time employees. In addition, the team handles the eligibility and enrollment of County employees for employee benefits, ensuring accuracy and compliance across all HR functions. This person will also supervise management staff assigned to the Operations & Benefits Unit.

THE IDEAL CANDIDATE

The ideal candidate for this role thrives in a fast-paced, dynamic environment, tackling complex human relations challenges with creativity and strategic insight. They will possess a management style that effectively drives change initiatives while fostering a culture of innovation and continuous improvement. With exceptional interpersonal, communication, and collaboration skills, the successful candidate will provide strong leadership and direction, consistently ensuring the delivery of high-quality service.

As a collaborative leader and relationship builder, they will be invested in advancing and upholding the Human Relations Mission, Vision, and Values, working seamlessly with colleagues, executive leadership, and elected officials across the organization to achieve shared goals.

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



THE DIVISIONS

The CEO-Human Relations Division serves as the definitive leader on Countywide HR and personnel management. Through HR programs and models, the division develops standards that comply with best practice hiring guidelines and provides policy direction to all departments. Stanislaus County currently has a hybrid oversight approach to County direction with a decentralized model for larger departments and a more centralized model for smaller and medium sized departments.

The CEO-Human Relations Division consists of five units:

Programs & Standards



Operations & Benefits



Employee Relations



Safety



Department Support Unit



THE TYPICAL TASKS

- Lead and oversee the Operations & Benefits Unit, providing support to other HR divisions, including the administration of the County's self-insured medical, dental, and vision plans, as well as other employee benefit offerings. Manage relationships with benefit consultants and vendors, including annual renewals, contracts, and RFPs.
- Develop recommendations for benefit program changes focused on cost containment, regulatory compliance, and enhancements. Coordinate meetings with County staff, vendors, and consultants to monitor the financial and clinical performance of benefit programs, ensuring alignment with the County's strategic goals.
- Oversee eligibility and enrollment for County employees, including open enrollment, new hires, status changes, terminations, COBRA, and early retiree medical insurance. Implement approved benefit plan changes, including preparing communication materials and configuring the HRMS (PeopleSoft) for benefits administration.
- Ensure the proper administration of Summary Plan Documents (SPDs) and all required reporting and regulatory filings related to employee benefits. Manage the Deferred Compensation program, collaborating with administrators and consultants to meet program goals.
- Leverage HRIS expertise to configure the County's HRMS, collaborating with the ITC PeopleSoft Tech team. Coordinate with the Auditor Controller Payroll division to ensure accurate deductions, premium payments, and record-keeping.
- Assist in budget preparation.
- Monitor wellness and benefits programs.
- Lead the County's wellness program, developing and implementing employee engagement and learning opportunities.
- Resolve policy matters impacting Operations & Benefits, recommending procedural improvements for efficiency.
- Supervise clerical, technical, and professional staff supporting Operations & Benefits activities. Provide guidance on County ordinances, state and federal regulations, and labor agreements. Participate in labor negotiations as needed and assist with analysis of proposed plans and projects for the Chief Executive Office.
- Prepare reports, plans, and policies related to HR operations and benefits matters, and brief the Board of Supervisors and Senior Leadership as necessary. Represent the County on committees and at meetings, assist in developing goals, objectives, and procedures, and work collaboratively with staff on other related duties.



MINIMUM QUALIFICATIONS

KNOWLEDGE/SKILLS/ABILITIES

- Personnel and Human Resources
- County Government Functions
- Administration and Management
- Strategic Leadership
- Complex Problem Solving
- Critical Thinking
- Effective Meeting Facilitation
- Analysis and Research
- Program/Project Management Principles
- Strategic Planning and Goal Setting
- Relationship Building
- Judgement and Decision Making
- Effective Communication
- Analysis and Interpretation of Policies, Ordinances, and Laws

EDUCATION & EXPERIENCE

MANAGER III

- Graduation from an accredited four-year college or university with a bachelor's degree or higher in Business or Public Administration, or a related field;

AND ONE OF THE FOLLOWING

- Two (2) years' of progressively responsible experience as a human resources manager in a public agency; OR
- Possess at least three (3) years of progressively responsible analytical or professional level experience in HR programs, with a minimum of one (1) year performing duties comparable to a Manager II in Stanislaus County.

MANAGER IV

- Graduation from an accredited four-year college or university with a bachelor's degree or higher in business or public administration, or a related field;

AND ONE OF THE FOLLOWING

- Four (4) years' of progressively responsible experience as a human resources manager in a public agency; OR
- Possess at least five (5) years of progressively responsible analytical or professional level experience in HR programs, with a minimum of two (2) years performing duties comparable 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 will 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.

- Three (3) years managing and administering comprehensive employee benefit plans
- Three (3) years administering and configuring HRMS applications (i.e., PeopleSoft)



**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:

\$87,131 - \$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
- Accrue 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 for eligible positions with department head approval
- Moving allowance if recruited from out-of-County, with department head approval
- 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 March 14, 2025

Oral Examinations are tentatively scheduled for the week of March 24, 2025

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.