



Senior Human Relations Management Consultant (Manager IV) (Part-Time)

Chief Executive Office

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

Apply by March 31, 2025



**STANISLAUS
COUNTY HUMAN
RELATIONS**

Take Your Place.

THE DIVISIONS

The Chief Executive Office (CEO) plays a vital role in County administration, implementing policy directives from the Board of Supervisors, overseeing operations across 27 County departments, and working collaboratively with community organizations and constituents. Within the CEO, the Human Relations (HR) Division serves as the County's leader in HR and personnel management, establishing policies and programs that align with best practices in hiring and workforce development. The division provides policy direction to all departments and ensures compliance with employment standards. Stanislaus County operates under a hybrid HR oversight model, with larger departments managing HR functions more independently while smaller and mid-sized departments receive centralized support from CEO-HR.

The CEO-Human Relations Division consists of five units:

Programs & Standards



Operations & Benefits



Employee Relations



Safety



Department Support Unit



THE IDEAL CANDIDATE

The ideal candidate embodies a rare combination of excellent communication, organizational and project management skills, all underlined by a leadership style capable of driving multiple change initiatives. Beyond these foundational qualities, successful candidates will have exceptional interpersonal and collaboration skills, coupled with the ability to provide leadership and direction effectively.

Additionally, it is important to have a high level of emotional intelligence, professional ethics, and integrity, as well as be a collaborative leader and relationship builder committed to continuously supporting the Human Relations Mission, Vision and Values.

*To learn more about the **Chief Executive Office**, scan the QR code!*



TYPICAL TASKS

- Conduct comprehensive classification and compensation studies, including job evaluations, salary surveys, and organizational reviews to ensure equitable and competitive structures.
- Analyze and interpret County policies, ordinances, labor agreements, and state and federal regulations to provide informed recommendations to executive leadership.
- Develop reports, policies, and strategic plans related to classification, compensation, and broader human resources operations.
- Lead and oversee classification studies by collecting, analyzing, and interpreting data, then developing actionable recommendations for County leadership.
- Represent the County in meetings, committees, and events related to workforce planning, classification, and compensation.
- Collaborate with leadership to evaluate proposed plans and projects, ensuring alignment with County workforce needs and operational objectives.
- Work closely with other HR divisions to provide cohesive support and strategic workforce solutions.

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

- 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 human resources manager in a public agency

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 will focus on the following desirable qualifications. Please list any qualifications you may have within the "Duties" or "Education" section of the online application.

- Six (6) months experience as contracted employee with the Chief Executive Office

CLASSIFICATION INFORMATION

Part-time extra-help is a provisional classification where permanent status may not be obtained. This position is subject to overtime, standby, shift, and callback assignments and will perform related duties as assigned. This position is non-benefited except for participation in a 401a program with Nationwide.

APPLICATION PROCEDURES/FINAL FILING DATE: March 31st, 2025

Oral Examinations are tentatively scheduled for the week of April 7th, 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.