



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

*\*See inside for details*

## **Safety & Risk Management Supervisor (Confidential Assistant IV)**

Chief Executive Office

**\$58,115 - \$87,152 Annually**

Apply by April 30, 2025 or after 150 applications received.



**STANISLAUS  
COUNTY HUMAN  
RELATIONS**

Take Your Place.



# THE POSITION

Stanislaus County Chief Executive Office - Human Relations division is seeking qualified applicants to join their team as a Safety & Risk Management Supervisor (Confidential Assistant IV).

Under the direction of the County's Safety & Risk Management Manager, the Safety & Risk Management Supervisor plays a key role in overseeing and coordinating a wide range of administrative services related to workers' compensation, risk management, safety policy development, dissemination, and safety training. This position also involves directly supervising the Safety & Risk Management team, ensuring efficient operations through planning, organizing, training, and evaluating staff performance.

This is a journey-level classification where the incumbent will exercise independent judgment and initiative, providing direct support to the Safety & Risk Management Manager. The role requires a high level of responsibility, with an emphasis on performing specialized administrative duties, including personnel management, risk management, PeopleSoft administration, and staff development, all while maintaining a focus on accuracy and compliance with safety regulations and County policies.

*The CEO-Human Relations office believes in creating an environment that attracts, cultivates, and retains a world-class workforce.*

## THE IDEAL CANDIDATE

The ideal candidate will have strong attention to detail and the ability to oversee administrative services related to workers' compensation, risk management, and safety policy development. They must be skilled in supervising a team, ensuring efficient operations through planning, organizing, training, and evaluating staff performance.

This role requires independent judgment and initiative to support the Safety & Risk Management Manager while ensuring compliance with safety regulations and County policies. The candidate should be adaptable, proactive, and trustworthy, with a solid understanding of County safety regulations and PeopleSoft administration. Excellent interpersonal skills and the ability to work independently and collaboratively are key for success in this position.

### MINIMUM QUALIFICATIONS Knowledge/Skills/Abilities

- Analytical and Critical Thinking
- Administrative Support
- Compliance Interpretation
- Conflict Resolution
- Data Analysis
- Complex Problem Solving
- Customer and Personal Service
- Effective Communication
- Judgment and Decision Making
- Leadership and Team Supervision
- Law and Government Knowledge
- Personnel and Human Resources Policies/Procedures
- Report Preparation and Analysis
- Staff Supervision
- Time Management
- Verbal and Written Communication

For further information on Stanislaus County's open job opportunities, scan the QR code or visit [www.stanjobs.org](http://www.stanjobs.org)



# 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



## Risk Management



## Department Support Unit



# THE TYPICAL TASKS

- Develop, implement, and monitor County safety programs and training, ensuring compliance with safety regulations across departments.
- Administer and coordinate human relations functions (training, safety, etc.) with limited supervision.
- Collect, compile, and maintain data through computer-generated reports to ensure regulatory compliance.
- Supervise, plan, assign, train, and review work of other employees.
- Organize projects and respond within set timeframes.
- Compose correspondence requiring judgment in interpreting laws, rules, or policies.
- Analyze and interpret legislation, MOUs, and policies to assist in developing and implementing procedures and forms.
- Maintain confidential administrative files.
- Assist in developing software applications and training materials.
- Develop, interpret, and disseminate department rules, procedures, and manuals.
- Review materials for completeness and accuracy.
- Process employee change notices and forms.
- Provide administrative support for key safety meetings.
- Compile and summarize data, preparing reports as needed.
- Assist in staff selection and performance evaluation processes.
- Act as a liaison between manager and staff.
- Perform other duties as assigned.



# MINIMUM QUALIFICATIONS

## EDUCATION & EXPERIENCE

### PATTERN I

- Three (3) years of progressively responsible journey-level experience involving Human Resources duties. Two (2) of the three years must be lead-level duties involving Human Resources, Safety, or Workers' Compensation.

### PATTERN II

- Two (2) years of progressively responsible journey-level experience involving Human Resources duties. One (1) of the two years must be lead-level duties involving Human Resources, Safety, or Workers' Compensation; AND
- 30 college semester units or 45 college quarter units in Human Resources Management, Communications, Business Administration, Public Administration, or a closely related field.

### PATTERN III

- One (1) year of journey-level experience in Human Resources duties, Safety, or Workers' Compensation; AND
- 60 college semester units or 90 college quarter units in Human Resources Management, Communications, Business Administration, Public Administration, or a closely related field

*Proof of education is 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 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.*



*Apply today  
to join our team &  
make a difference in  
Stanislaus County*





## COMPENSATION & BENEFITS

Approximate Annual Base Salary:

**\$58,115.20 - \$87,152.00**

**Annually**

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

- Excellent retirement benefits (2% at approximately age 62 formula)
- Medical, dental, vision, and basic term life insurance plans
- 2 weeks annual vacation upon entering County service
- 16 additional vacation hours annually
- 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](http://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.





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COUNTY HUMAN  
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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?*



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**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.



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## **CLASSIFICATION INFORMATION**

Unless otherwise provided, this position is part of the Unclassified Service of the County and is considered "at-will" 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 April 30, 2025 or after 150 applications Oral Examinations are tentatively scheduled for the week of May 12, 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.