



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

**See inside for details*

Confidential Assistant III

Behavioral Health & Recovery Services

\$48,380 - \$72,550

Apply by May 20, 2025



Take Your Place.

ABOUT THE DEPARTMENT

Behavioral Health and Recovery Services (BHRS) is committed to behavioral health principles that are responsive to both mental health services and substance use disorders. Our scope of services includes, but is not limited to, inpatient and outpatient psychiatric services, mental health services, substance use disorder services, behavioral health education and prevention, public guardian functions, and advocacy. We offer these services throughout Stanislaus County at BHRS-managed sites and in partnership with community agencies, as well as other County departments.



ABOUT THE POSITION

Stanislaus County Behavioral Health and Recovery Services - Human Resources Division is inviting applications from qualified applicants to join the HR Team in supporting day-to-day HR functions. We are seeking a motivated and detail-oriented professional to join our Human Resources team. This position plays a vital role in supporting the day-to-day operations of the department and ensuring the smooth delivery of HR services across the organization. Responsibilities include processing payroll, coordinating recruitment and onboarding activities, administering employee leave programs, maintaining accurate employee records, and performing a range of general office and administrative duties.

The ideal candidate will be highly organized, able to manage multiple priorities with accuracy and efficiency, and demonstrate discretion when handling confidential information. Strong communication skills, a proactive mindset, and the ability to work both independently and collaboratively are essential for success in this role. This is an excellent opportunity for a dedicated individual looking to grow their career in human resources within a fast-paced, supportive, and team-oriented environment.

TYPICAL TASKS

- Comply with HIPAA and County confidentiality standards when handling confidential personnel, financial, and departmental documents.
- Maintain and manage employee personnel files and electronic systems, reviewing and responding to routine correspondence and inquiries.
- Interpret and explain County/department rules, policies, MOUs, and leave/benefit documents to employees.
- Serve as a liaison with County departments, employees, and external agencies.
- Process and manage a variety of Personnel Action Forms (PAFs).
- Screen leave of absence requests for eligibility, apply relevant laws/policies, and issue correspondence in a timely manner.
- Administer benefits processes like enrollments, family status changes, and open enrollment; calculate payroll adjustments for benefit premiums.
- Support the full recruitment cycle, including job postings, screening applicants, coordinating interviews, and preparing onboarding documents
- Assist in process improvements for the HR Department regarding Benefits, Leaves, Payroll, Recruitments, and other HR operations.
- Prepare HR-related correspondence, reports, and documentation as needed
- Respond to employee inquiries regarding HR policies, procedures, and benefits
- Provide general administrative support to the HR department, including filing, data entry, and supply ordering
- Perform other duties as assigned.



MINIMUM QUALIFICATIONS

KNOWLEDGE/SKILLS/ABILITIES

- Administrative and office procedures
- Judgement and Decision Making
- Customer and Personal Service
- Law and Government Knowledge
- Personnel and Human Resources Policies/Procedures
- Complex Problem Solving
- Judgment and Decision Making
- Critical Thinking
- Operations/Systems Analysis and Evaluation
- Reading and Writing Comprehension
- Time Management
- Service Orientation
- Professional Communication
- Microsoft Office Applications
- Confidentiality Principles
- Active Listening and Learning



EDUCATION & EXPERIENCE

PATTERN I

- Three (3) years of journey level clerical experience working in an office environment

PATTERN II

- 30 semester units in Business Administration, Public Administration, Communications, Human Resources, or a closely related field; AND
- Two (2) years of journey level clerical experience working in an office environment

PATTERN III

- Associates Degree in Business Administration, Public Administration, Communications, Human Resources, or a closely related field; AND
- One (1) year of journey level clerical experience working in an office environment

Proof of education is required for verification purposes at the time of application. Applicants who are unable to submit proof must call (209) 525-7339 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.



**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:

\$48,380 - \$72,550

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 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 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 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 MAY 20, 2025.

Oral Examinations are tentatively scheduled for the week of May 26, 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.