



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*

Staff Services Analyst Community Services Agency

\$67,516 - \$82,056 Annually

Please apply by June 2, 2025

ABOUT THE HOUSING & HOMELESS DIVISION

The Housing and Homeless Services Division (HHSD) was established in 2019 to coordinate the administration of housing and homeless programs. The new division integrates CSA housing and homeless programs, contracts and supportive services and oversees designated countywide homeless and housing projects. The goal is to support community wide efforts to address homelessness with coordinated, compassionate, and high-quality services.

The division includes administrative responsibilities related to the Access Center Emergency Center, the Access Center and Outreach and Engagement Team, the 9th Street Family Shelter, the Stanislaus Homeless Alliance, and the Stanislaus Community System of Care. In addition, this division serves as the Collaborative Applicant and the Homeless Management Information System Lead on behalf of the Stanislaus Community System of Care.

The Housing and Homeless Services division seeks motivated professionals who want to use their talents and skills to make a difference. Our staff are adaptive problem solvers and passionate about enriching people's lives. If you are mission-driven, dedicated to superior services and support can diligently work independently and in a collaborative environment, join our team. Community Services Agency, Housing and Homeless Services division is leading the fight to end homelessness in Stanislaus County.

ABOUT THE POSITION

Under the supervision of the Staff Services Coordinator, this position is responsible for collecting, managing, and analyzing data for research and evaluation, with a focus on collection of feedback and program assessment. In addition to these, the Staff Services Analyst is responsible for providing informed guidance on methodology and analyses of data, as well as supporting coordination of larger, interdepartmental requests and projects. This position requires the incumbent have the ability to work on confidential and sensitive assignments, and consistently exercise a high degree of initiative, independence, and sound judgment in performing assigned tasks. The incumbent must be self-motivated, conscientious and dependable. The incumbent should have strong written and verbal communication, administrative, and organizational skills, and the ability to maintain a realistic balance among multiple priorities. Tact and professional courtesy must always be demonstrated.

*Interested in learning more
about the Community Services
Agency? Scan the QR code or
visit [https://www.csa-
stanislaus.com/](https://www.csa-stanislaus.com/)*



TYPICAL TASKS

- Represent department at agency cross-functional matrix meetings, inter-departmental meetings, and respond to data requests from those meetings as coordinated by the Program Manager.
- Inform team members and interns on statistical analysis, results presentation, and related research efforts.
- Act as reference/resource for general data analysis process and procedures, research methods, and data visualization solutions, including collection, preparation, extraction, and analysis of data from multiple sources to create summaries, tables, and report sections.
- Initiate investigation and formalization of research requests from collaborating agencies, community members and colleagues. This may include clarifying request specifications & use-cases, establishing appropriate methodology, identifying any operational assumptions, and re-tasking request components as needed with/for Staff Services Coordinator.
- Supports research and program evaluation related functions of the programs, including data collection, analysis, and presentation of annual Homeless Count results.
- Develop and work with Staff Services Coordinator & HHSD staff to operationalize and integrate standardized processes and process improvement for regular data requests and deliverables such as reports, data summaries, dashboards, raw data transfer & data communications.
- Lead on assigned projects; implement quality assurance processes, and report tasks and status to supervisor(s), to ensure completion within established timeframe.
- Coordinate & fulfill both ad hoc and routine data requests, which are often time-sensitive and complex, and prepare necessary responses to the data request tickets.
- Coordinate and provide guidance for systematic context research including, assessing relevant economic, legal, social, and political factors inherent in any programs currently under review and identify issues or challenges that warrant in-depth investigation.
- Develop and align both internal and external evaluation and assessments efforts with operational coordination including program goals, needs of participants, and larger system outputs, and program outcomes.
- Support with maintenance of both up-to-date verbal & written knowledge of data elements, and other requirements necessary to provide prudent and effective clarification to external stakeholders.
- Assist with development of presentations, reports, data visualizations.
- Other duties and special projects as assigned.



*We build community
by cultivating
safety, stability,
and resiliency –
strengthening the
foundation for all.*

MINIMUM QUALIFICATIONS

KNOWLEDGE

- English Language - Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Administrative - Knowledge of administrative and office procedures and systems such as word processing, managing files and records, and creating forms. Customer and Personal Service - Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Computers and Electronics - Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming

SKILLS/ABILITIES

- Critical Thinking - Using logic and reasoning to identify alternative solutions, conclusions, or approaches to problems.
- Reading Comprehension - Understanding written sentences and paragraphs in work-related documents. Complex Problem Solving - Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions. Monitoring - Monitoring/Assessing performance of organizations to make improvements.
- Systems Evaluation - Identifying measures or indicators of system performance and the actions needed to improve or correct performance, relative to the goals of the system.
- Time Management - Managing one's own time and the time of others.
- Deductive Reasoning - The ability to apply general rules to specific problems to produce answers that make sense.
- Written Comprehension - The ability to read and understand information and ideas presented in writing. Information Ordering - The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words).
- Troubleshooting - Determining causes of operating errors and deciding what to do about it.

EDUCATION & EXPERIENCE

- Completion of thirty (30) college semester units in Public Administration, Business Administration, Economics or a closely related field; AND
- One (1) year of experience comparable to the position of a Family Services Specialist IV performing functions involving collecting and analyzing data using the Homeless Management Information System (HMIS); OR
- One (1) year of experience comparable to the position of Staff Services Technician performing functions such as gathering, coordinating, and organizing information and data for required record keeping and reporting needs; OR
- Two (2) years performing highly complex clerical duties with lead-worker, programmatic or accounting responsibilities.

Proof of education and CPR Certification will be required for verification purposes at the time of application. Applicants who are unable to submit proof must call 209-558-1200 to make other arrangements before 5 pm on the final filing date. Failure to submit proof or make other arrangements before the final filing 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
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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.



STANISLAUS
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COMPENSATION & BENEFITS

Approximate Annual Base Salary:

\$67,516.00 - \$82,056.00

Annually

The County of Stanislaus provides a competitive and comprehensive benefits package for regular full-time represented 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 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 Mid-Management/Supervisory 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 : Monday, June 2, 2025

Oral interviews tentatively scheduled for the week of June 16th

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.