



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

Apply by June 26, 2025

ABOUT THE DEPARTMENT

The Community Services Agency (CSA) is the largest department in the County with over 1,100 employees in five divisions. We are dedicated to serving Stanislaus County residents with diverse needs. By working at CSA, not only will you gain valuable skills and experiences, but also have the chance to build connections within the community. You will be a part of a team with dedicated individuals who seek to support our thriving community overall. As a member of the StanWORKs team, you will gain valuable experience, knowledge, and skills in the areas of customer service, client relations, social skills, technical skills, and much more. This position will allow you to grow within the County and allow for promotions through the many diverse job opportunities we offer.

ABOUT THE POSITION

Under the supervision of the Staff Services Coordinator, the Staff Services Analyst in the department will provide technical, analytical, and interpersonal services related to the development, collection, tracking, analysis, and reporting for the StanWORKs division of the Community Services Agency. The Services Analyst will be primarily responsible for planning, coordinating, and performing a variety of specialized administrative services in the areas of data and outcome development, collection, tracking, analyzing, and reporting. May possibly coordinate reporting procedures and perform other related work as required. This recruitment is being conducted to fill one full-time vacancy for Stanislaus County Community Services Agency department within the StanWORKs Division.

THE IDEAL CANDIDATE

The Staff Services Analyst position is the journey level classification in the Staff Services series. At this level, incumbents perform more difficult and complex professional work. Incumbents work independently, require minimal supervision, and may direct the work of lower level professional, technical, and clerical staff. Knowledge of needs-based programs such as CalWORKS, CalFresh, Medi-Cal, Welfare-to-Work programs are highly sought after to act as subject matter experts to support the technical based examination of policy and legislation, presentation of policy change recommendations to staff, representing the agency during administrative hearings, and evaluating and reporting out on quality control cases to the state and agency. The candidate will have the opportunity to provide high level administrative help to our Management team so being able to work under pressure is a plus.

*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

- Assist in the development, implementation, monitoring and evaluating performance measures within CalWORKs, CalFresh, Medi-Cal, Welfare-to-Work, and other programs as assigned;
- Validate data received from Statewide Automated Welfare System (SAWS,) California Department of Social Services (CDSS,) Employment Development Department (EDD), Office of System Integration (OSI) and other data systems as assigned on a monthly, quarterly, and biannual basis;
- Interpret federal, state and local laws, regulations and policies to ensure compliance in outcomes measures, help develop procedures, and make appropriate recommendations in response to changes;
- Develop, present, and display information effectively using various methods;
- Compile, maintain, track, and analyze data; identify trends, from several data sources and make recommendations involving the formulation of organizational changes;
- Conduct data analysis to remove errors and inconsistencies, ensuring data quality, and draft reports to explain findings to stakeholders;
- Facilitate surveys and focus groups for county staff and stakeholders;
- Represent the County while presenting the County's position during the administrative hearing process and/or testify in State/County hearings or in court regarding clients and case action;
- Serve as liaison with State Adjudication Presiding Administrative Law Judge and/or as grievance referee for County issues; prepare and handle the most complex hearings; represent the County at regional and State Appeals meetings; and may make binding agreements and stipulations on behalf of the County during the hearing process;
- Organize, recruit, lead, trouble shoot and evaluate unique pilot project/service delivery programs;
- Provide system support of automated system problems;
- Function as lead worker as needed;
- Establish and maintain cooperative working relationships with representatives of other agencies; and
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS

KNOWLEDGE

- Data collection methods;
- Statistical concepts and methods;
- Write clearly, succinctly and effectively;
- Develop and prepare statistical reports and other reports as necessary;
- Facilitate required meetings with county staff and stakeholders;
- Set priorities and meet multiple, overlapping deadlines;
- Prepare accurate written reports and within professional writing standards; and
- Casework practice methods for public assistance.

SKILLS/ABILITIES

- Demonstrate proficiency with policies, laws and regulations governing public social service programs;
- Demonstrate proficiency in preparing, interpreting, and explaining various forms of reports, charts, and graphs;
- Demonstrate intermediate/advanced proficiency in developing and modifying Microsoft Excel spreadsheets and proficiency with Microsoft Word, Microsoft Access, Microsoft Power BI, Microsoft PowerPoint and mainframe applications including CalSAWS;
- Supervisory techniques and procedures;
- Demonstrate attention to detail;
- Communicate effectively, orally and in writing in order to present findings and recommendations to individuals and large groups;
- Quality improvement methodologies;
- Maintain accurate records;
- Work efficiently and complete tasks in a timely manner; and
- Conduct data analysis to remove errors and inconsistencies, ensuring data quality, and draft reports to explain findings to stakeholders.

EDUCATION & EXPERIENCE

- Completion of thirty (30) college semester units in Public Administration, Business Administration, Economics Political Science, Humanities, Human Resources Management, Organizational Communication, Social Science, Sociology, Psychology, Social Work, Counseling or a closely related field;

AND

- One (1) year of experience performing duties comparable to the position of a Family Services Specialist IV in a public social services agency; OR
- Eighteen (18) months of experience performing duties comparable to the position of a Family Services Specialist III in a public social services agency; OR
- Two (2) years of experience performing duties comparable to a Staff Services Technician in a public social services agency; OR
- Two (2) years of experience performing supporting functions in areas such as legislative data, and establishing and implementing policies, procedures, and state mandates.

Proof of education 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.

DESIRABLE QUALIFICATIONS

In addition to the minimum qualifications, applicant screening process will focus on the following highly desirable qualifications. Please list any of these qualifications you may have within the "Duties" section of the online application:

- One (1) or more years of experience in one of more of the following: CalWORKs, CalFresh, Medi-Cal, or Welfare-to-Work.



Here at the **Community Services Agency...**

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



**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.



STANISLAUS
COUNTY HUMAN
RELATIONS

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 : Thursday, June 26, 2025

Oral interviews tentatively scheduled for the week of July 7, 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. <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.