



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

**See inside for details*

Benefits & Payroll Supervisor (Confidential Assistant IV)

**Behavioral Health & Recovery Services
\$58,115 - \$87,152 Annually**

Apply by July 22, 2025, or after 50 applications received.

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.

THE POSITION

Stanislaus County Behavioral Health and Recovery Services - Human Resources Division is seeking a highly motivated and detail oriented professional to serve as a Human Resource Supervisor overseeing Benefits and Payroll functions within the Division. The Human Resources Supervisor plays a key leadership role in overseeing critical HR functions, including benefit administration, payroll processing, annual performance evaluation tracking, and HR customer service. The ideal candidate will bring a strong foundation in HR operations, with specific expertise in benefit administration, managing leave programs (such as FMLA, CFRA, and other statutory leaves) and payroll processes.

THE IDEAL CANDIDATE

The ideal candidate for this Human Resources Supervisor position is a knowledgeable and experienced HR professional with a strong operational background, particularly in benefit administration and payroll processing. They will have demonstrated success in a supervisory or team lead capacity, with the ability to manage day-to-day workflows while guiding, mentoring, and developing staff.

Equally important, this candidate is a collaborative and solutions-oriented leader who fosters a culture of trust, accountability, and continuous improvement. They demonstrate integrity in all interactions and are committed to creating a supportive and responsive HR environment that reflects the organization's mission and values.

For further information on Stanislaus County's open job opportunities, scan the QR code or visit www.stanjobs.org



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
- HR Law and Government Knowledge
- Personnel and Human Resources Policies/Procedures
- Report Preparation and Analysis
- Staff Supervision
- Time Management
- Verbal and Written Communication

THE TYPICAL TASKS

- Supervise and coordinate day-to-day operations related to employee benefits, leave of absence programs, including but not limited to FMLA, ADA, workers' compensation, and other statutory or organizational leave policies.
- Oversee payroll processing activities, ensuring accuracy, compliance with applicable laws and regulations, and timely delivery of payroll services.
- Provide guidance and leadership to HR support staff, including assigning tasks, monitoring performance, and fostering a customer-focused team environment.
- Oversee the department-wide process for annual employee evaluations by tracking progress, monitoring compliance, and facilitating the timely submission of all required documentation.
- Serve as a point of escalation for complex employee inquiries related to benefits, leave, payroll, and general HR issues, ensuring prompt and professional resolution.
- Collaborate with internal departments to ensure HR processes align with organizational goals and compliance standards.
- Monitor and evaluate workflow and operational procedures, recommending improvements to enhance efficiency and service delivery.
- 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.
- Develop, interpret, and disseminate department procedures and manuals.
- Review materials for completeness and accuracy.
- 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.

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



**STANISLAUS
COUNTY HUMAN
RELATIONS**

Take Your Place.

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, benefit administration, or payroll processing.

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, benefit administration, or payroll processing; 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, benefit administration, or payroll processing; 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) 525-7339 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.

DESIRABLE QUALIFICATIONS

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

- One (1) year experience performing general human resources functions within a public organization.

***Interested in learning more about
the Behavioral Health & Recovery
Services?***

Scan the QR code or visit

<https://www.stancounty.com/bhrs/>





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 NEW 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, 2026 TO BE ELIGIBLE!

The following Employee Choice Bonus Plan is designed to allow those hired full-time on or before June 30, 2026, 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



- To receive each payment, you must be hired as a new full-time employee, and be active both on the vesting date and during the pay period in which the payment is issued.
- 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, 2026, are eligible to receive future payments in accordance with their new hire date.



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 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.



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 July 22, 2025 or after 50 applications Oral Examinations are tentatively scheduled for the week of July 28, 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.