



EEO Investigations Manager (Manager III) (Part-Time Only) Chief Executive Office

\$43.56 - 65.34 Hourly

This is a continuous recruitment. We encourage you to apply immediately as this recruitment may close at any time



ABOUT THE POSITION

The Chief Executive Office - Human Relations Division is accepting applications for a part-time Manager III, supporting Countywide Equal Employment Opportunity (EEO) investigations.

A typical day involves conducting thorough investigations into complaints of discrimination, harassment, retaliation, and other EEO-related matters; analyzing and interpreting federal, state, and local EEO laws and county policies; and preparing detailed investigative reports, findings, and recommendations. The role requires regular communication with employees, supervisors, labor representatives, and departmental leadership to gather information, provide guidance, and ensure fair and consistent application of equal rights policies. Additional responsibilities may include reviewing disciplinary actions for EEO implications, facilitating training on EEO topics, conducting non-EEO related investigations of misconduct, and contributing to broader employee relations initiatives.

THE IDEAL CANDIDATE

The ideal candidate will bring a strong blend of interpersonal, analytical, and investigatory skills. Excellent communication and negotiation abilities are essential, as the role focuses on building positive relationships between the agency and its employees, conducting investigations on behalf of the County, and addressing labor disputes. The ability to manage sensitive situations with discretion and professionalism is key. Just as important are integrity, sound ethical judgment, and a clear commitment to fairness.



Here at **Stanislaus County**, our mission is
“We Build Community”...

Check out our 5 values!



We believe **EACH**
PERSON MATTERS



We work every day to
earn people's **TRUST**



We are
GOOD PARTNERS



We encourage
INNOVATION



We deliver
RESULTS

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 merit-driven 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/ Safety



Department Support Unit



THE TYPICAL TASKS

- Oversee and participate in conducting workplace investigations and make recommendations regarding discrimination complaints
- Interview complainants, respondents, witnesses, and supervisors to gather relevant facts and documentation
- Analyze and interpret federal, state, and local laws, regulations, and county policies related to equal employment opportunity, civil rights, and workplace discrimination
- Present investigation conclusions and recommendations to executive leadership and staff
- Prepare detailed investigative reports, including factual findings, credibility assessments, conclusions, and recommendations
- Monitor and track case progress and deadlines to ensure timely resolution and compliance with legal standards
- Collaborate with labor relations staff, departmental HR representatives, and legal counsel regarding cases with potential legal or disciplinary implications
- Promote the County's Equal Rights Program
- Provide consultation and guidance to departments on the prevention of discrimination and harassment and the application of equal opportunity policies
- Review proposed disciplinary actions to evaluate potential EEO implications or patterns of disparate treatment
- Maintain accurate, confidential records and case files in accordance with legal and policy requirements
- Participate in policy development or revisions to ensure alignment with current EEO standards and best practices
- Facilitate trainings on EEO topics



KNOWLEDGE/SKILLS/ABILITIES

- Analytical Thinking
- Analysis and Research
- EEO Laws & Principles
- Investigative Practices
- Compliance and Legal Knowledge
- County Government Functions
- Critical Thinking
- Conflict Resolution
- Labor Agreements
- Decision-Making and Judgment
- Effective Communication
- Personnel and Human Resources
- Relationship Building

MINIMUM QUALIFICATIONS

EDUCATION & EXPERIENCE

MANAGER III

- Two (2) years of progressively responsible management experience comparable to a Stanislaus County HR Manager performing duties related to EEO investigations, Labor and/or Employee Relations; AND
- Graduation from an accredited four-year college or university with a degree in public or business administration or a closely related field.

Progressively responsible experience in a related area may be substituted for the required education on a year-for-year basis.

Proof of education will be 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. Failure to submit proof will result in disqualification.

DESIREABLE QUALIFICATIONS

In addition to the above minimum qualifications, screening may focus on the following desirable qualification. Please detail any of the desirable experience you have in the duties section of your application.

- One (1) or more years of experience working as a manager conducting EEO investigations in a public agency

QUICK GUIDE TO APPLYING



APPLICATION PROCESS



Find the
Right Job



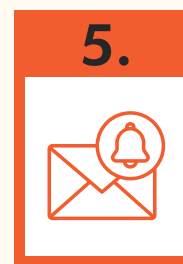
Update Your
Application



Submit Your
Application



Wait for
Processing



Receive Notice of
Application Status

APPLICATION BEST PRACTICES

BE COMPLETE

We screen for qualifications based on the information provided on your application, not on your resume. **Please make sure all relevant experience is listed within the body of your application.**

BE DETAILED

Connect your professional experiences to the job's knowledge, skills and abilities. **Share your work history and how it relates to the minimum qualifications of the position.**

UPDATE YOUR APPLICATION

Take the time to review and update your application each time you apply for a new position. **Ensure that your employment dates are correct and that any relevant skills or experiences are listed.**

ATTACH SUPPORTING DOCUMENTS

Attach any required supporting documentation listed in the Minimum Qualifications. **Not submitting that typing certificate or proof of education could be the reason you are disqualified!**

HIGHLIGHT DESIRABLE QUALIFICATIONS

If there are desirable qualifications listed, they may influence the screening process. **Detail how you meet both minimum qualifications and desirable qualifications in the duties section of your application.**

COMMON MISTAKES TO AVOID

WRITING "SEE RESUME"

Relying on your resume instead of completing the application can hurt your chances. **Be sure to fill out all sections and attach proof of education when required, as resumes alone don't provide the details needed to evaluate your qualifications.**

OUTDATED OR MISSING REFERENCES

Submitting old contact information or leaving references blank can delay the reference check process. **Include current, reachable contact information for all references.**

INCLUDING TOO MUCH OR UNRELATED INFO

Adding long paragraphs or unrelated experiences can make your application unclear. **Keep your application clear, concise, and focused on relevant qualifications.**

ASSUMING COMPUTERS SCREEN APPLICATIONS

Believing that a computer or automated system selects qualified candidates is a common misconception. **All applications are reviewed by trained recruitment analysts, so make sure your experience is clearly detailed.**

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 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: This is a continuous recruitment. We encourage you to apply immediately as this recruitment may close at any time.

Oral Examinations are tentatively scheduled on a continuous basis

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.
- Some positions may be required to possess and maintain a valid California Driver's License and meet County insurability requirements.

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.