



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

**See inside for details*

Recruitment Analyst (Confidential Assistant III) (Full-Time and Part-Time)

Behavioral Health & Recovery Services

\$50,294 - \$75,462 Annually

Apply by December 12th, 2025 or after 100 applications received.



ABOUT THE POSITION

Stanislaus County Behavioral Health & Recovery Services (BHRS) is accepting applications for one (1) full-time and multiple part-time Recruitment Analysts (Confidential Assistant III) positions. This journey-level role is ideal for someone who thrives in a collaborative, fast-paced environment and brings initiative, strong judgment, and exceptional organization to their work.

This position plays a key role in supporting department-level recruitment and onboarding efforts for Behavioral Health and Recovery Services (BHRS). The role provides journey-level administrative and recruitment support, including coordinating hiring activities, assisting with application screening processes, scheduling interviews and exams, preparing recruitment materials, and ensuring candidates and hiring managers receive timely and professional communication.

From coordinating recruitment activities to supporting onboarding efforts, this role plays a meaningful part in helping new employees feel welcomed, informed, and prepared to serve our community.



THE IDEAL CANDIDATE

The ideal candidate is a **proactive and detail-oriented** professional with **strong communication skills** and a genuine commitment to **supporting recruitment and onboarding processes**. They take pride in delivering **exceptional customer service** to both candidates and department staff, ensuring that all interactions are **professional, accurate, and timely**.

This individual is equally comfortable coordinating interviews and examinations, **providing guidance to hiring managers**, and communicating with applicants. They can adapt their communication style to suit diverse audiences and **represent the department with professionalism and integrity**.

The ideal candidate brings **experience in recruitment support** within a professional environment, demonstrating proficiency in **maintaining confidentiality, managing documentation, and adhering to established policies and procedures**.

They thrive in **collaborative environments, approach challenges with initiative and sound judgment**, and are committed to **enhancing the candidate experience** while supporting a positive, service-oriented culture within BHRS.

THE TYPICAL TASKS

- Provide operational support for department-level recruitment and onboarding activities, ensuring timely processing of all related recruitment processes.
- Interpret and apply laws, regulations, MOUs, County policies, and department procedures related to recruitment, selection, and onboarding.
- Maintain organized recruitment and personnel file systems for the department, including both hard copy and electronic documentation.
- Administer recruitment and HR processes, such as training coordination, candidate communications, and personnel updates, with minimal supervision.
- Interpret and share department recruitment guidelines, rules, and procedures with staff and hiring managers.
- Draft and prepare recruitment-related correspondence independently or following established templates.
- Oversee end-to-end recruitment activities for department vacancies, including developing job flyers, screening applications, and supporting written/oral exam administration.
- Conduct presentations and trainings for department staff, hiring managers, and external partners related to recruitment workflows and expectations.
- Respond to department inquiries regarding recruitments, providing accurate, timely, and customer-focused support.
- Maintain effective working relationships with department staff involved in the recruitment processes.
- Identify and resolve recruitment-related issues and recommend workflow or procedural improvements to enhance efficiency.
- Handle confidential recruitment and personnel documents with discretion and professionalism.
- Manage department recruitment calendars, schedule meetings and oral boards, and coordinate availability using Microsoft Outlook.
- Coordinate and support recruitment-related meetings, panels, interviews, and exam sessions.
- Maintain accurate electronic and physical records for all recruitment activities.
- Review materials for accuracy and completeness, including job flyers, interview documents, and recruitment records.
- Prepare correspondence, reports, charts, and forms related to department recruitment initiatives, independently or as instructed.
- Perform other recruitment and department HR duties as assigned.



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

MINIMUM QUALIFICATIONS

KNOWLEDGE/SKILLS/ABILITIES

- Recruitment Policies and Practices
- Onboarding Processes & Procedures
- HR Policies, Laws & MOUs
- Data Management & Reporting
- Applicant Tracking Systems & HR Systems
- Oral & Written Communication
- Confidentiality
- Organization
- Time Management
- Process Improvement
- Critical Thinking
- Problem-Solving
- Customer Service
- Relationship Building
- Attention to Detail
- Presentation and Training
- Active Listening
- Decision-Making

EDUCATION & EXPERIENCE

PATTERN I*

- Sixty (60) units or an associate's degree in Business Administration, Public Administration, Communications, Human Resources, or a closely related field

AND

- One (1) year of journey-level experience in Human Resources performing recruitment-related functions such as coordinating recruitment activities, application screening, or interview scheduling.

PATTERN II*

- Thirty (30) units in college coursework related to Business Administration, Public Administration, Communications, Human Resources, or a closely related field

AND

- Two (2) years of journey-level experience in Human Resources performing recruitment-related functions such as coordinating recruitment activities, application screening, or interview scheduling.

PATTERN III*

- Three (3) years of journey-level experience in Human Resources performing recruitment-related functions such as coordinating recruitment activities, application screening, or interview scheduling.

*NOTE: For all patterns, experience must reflect work of similar scope and complexity to that performed in a public agency environment, though public-sector experience is not required.

Proof of education is required for verification purposes at the time of application. Applicants who are unable to submit proof must call (209)525-6341 or email jobhelp.com 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.

- Six (6) months of experience working in Neogov; OR
- Six (6) months of experience in running recruitments in a public agency in the last twelve (12) months.

QUICK GUIDE TO APPLYING



APPLICATION PROCESS



Find the
Right Job



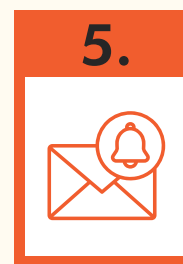
Update Your
Application



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.**



**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

\$50,294 - \$75,462 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 61 formula)
- Medical, dental, vision, and basic term life insurance plans
- County paid Deferred Compensation at 1.0% of base salary
- Two weeks annual vacation
- 16 additional vacation hours annually
- 96 hours of sick leave annually
- 12 paid holidays annually
- \$400 annual Professional Development reimbursement
- 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" for labor relations purposes.

The individual selected will participate in the Stanislaus County Pay-for-Performance program, as well as receive additional benefits.

Those hired for part-time extra-help is a provisional classification where permanent status may not be obtained. This position is subject to overtime, standby, shift, and callback assignments and will perform related duties as assigned. This position is non-benefited except for participation in a 401a program with Nationwide.

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: December 12th, 2025 or after 100 applications received Oral Examinations are tentatively scheduled for the week of December 29th, 2025

Note: The eligible list generated from this recruitment may be used to fill future extra-help, part-time and full-time vacancies throughout Stanislaus County.

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.