



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
(Department Safety Officer)
Community Services Agency

\$70,220-\$85,342 Annually

Apply by December 22, 2025 or after 100 applications received.

ABOUT THE DEPARTMENT

The Community Services Agency (CSA) offers a wide array of social services to the community, guided by its Mission Statement: "We Build Community by Cultivating Safety, Stability, and Resiliency—Strengthening the Foundation For All." With a dedicated team of over 1,100 employees and an annual operating budget exceeding \$369 million, CSA collaborates with County government agencies and various community-based organizations to deliver culturally responsive and accessible services. More than 308,000 residents benefit from CSA's programs. The Agency is structured into five divisions: (1) Adult, Child, and Family Services Division (ACFSD); (2) StanWORKs Division; (3) Finance and Operations Division; (4) Housing and Homelessness; and (5) Administration.

ABOUT THE POSITION

The Community Services Agency is seeking a candidate for the Staff Service Analyst position (Department Safety Officer) to oversee and administer safety programs across all department facilities. The role requires developing, implementing, and evaluating safety policies, procedures, and training programs in alignment with OSHA, Cal/OSHA, and applicable regulatory requirements. Additional responsibilities include leading safety committee initiatives, maintaining safety compliance, and providing comprehensive safety training to staff. The candidate in this role will demonstrate strong analytical ability, exceptional attention to detail, and the interpersonal skills necessary to promote a culture of safety within the Agency.

THE IDEAL CANDIDATE

The ideal candidate will have exceptional attention to detail and the ability to work well in a team-based collaborative environment. The candidate must be able to manage their time well including being organized and efficient in a competent manner. Ideally, their background will include experience in environments where they can take initiative, analyze data, and propose practical solutions. The successful candidate will be detail-oriented, with excellent organizational skills, for tracking incidents and compliance reporting. The role requires a great deal of creativity, adaptability, independent thinking and cooperation. Additionally, the ideal candidate needs to have a can-do attitude, be a self-starter and be both flexible and trustworthy.



TYPICAL TASKS

- Interpret federal, state, and local laws, regulations, and policies to ensure compliance in the administration of employment and/or training programs;
- Address any workplace-related issues and accidents to include investigations;
- Develop, implement, and maintain safety policies, procedures, and training programs in compliance with OSHA, Cal/OSHA, and other regulations;
- Conduct safety audits, inspections, and risk assessments to identify hazards and recommend corrective actions;
- Investigate workplace accidents, incidents, and near-misses to determine root causes and implement preventative measures;
- Organize and lead safety committee meetings to address ongoing concerns and update team members on safety initiatives;
- Coordinate and conduct safety training programs for employees on topics such as hazard communication, personal protective equipment (PPE), and emergency response procedures;
- Prepare and maintain records of incidents, inspections, and safety reports in compliance with regulatory requirements;
- Participate in department's ergonomic program;
- Prepare safety-specific monthly newsletters;
- Coordinate security and evacuation plans and drills with staff in collaboration with building partners;
- Coordinate security and evacuation plans and drills with staff in collaboration with building partners;
- Work with management and staff to promote a safe working environment and ensure compliance with all applicable laws and regulations;
- Actively monitor changes in Federal and/or State occupational safety regulations and standards and recommend updates to safety protocols;
- Design, maintain, and measure safety standards in the workplace;
- Inspect working conditions to ensure all staff activities, materials, and equipment are compliant with safety guidelines;
- Advise staff on the use of dangerous chemicals and machinery;
- Work with Risk Management department to address any health and safety-related initiatives and concerns;
- Participate in writing and revising CSA safety related policies and procedures;
- Maintain and facilitate compliance and regulatory requirements;
- Drive frequently to various sites; and
- Perform other safety or facilities related work as assigned.

OUR VISION

Becoming a community of choice, where people live, work, and thrive - a place worthy of calling home

THE MINIMUM QUALIFICATIONS

KNOWLEDGE

- Occupational Safety & Health (OSHA) Regulations
- Hazard Identification & Risk Assessment;
- Safety Management Principles
- Education & Training
- Injury & Illness Prevention
- Building & Construction
- Incident & Accident Investigation;
- Public Safety & Security
- Customer & Personal Service
- Windows operation systems, Microsoft Word, Excel, PowerPoint, and Publisher

SKILLS/ABILITIES

- Safety Training & Presenting
- Data Analysis & Report Preparation
- Facility Related Tasks
- Effective Communication
- Judgement & Decision Making
- Strategic Planning
- Reading Comprehension
- Building Partnership
- Quality Control Analysis
- Operations Analysis
- Time Management
- Active Listening

EDUCATION & EXPERIENCE

- Completion of thirty (30) college semester units in Occupational Health & Safety, Safety Management, Human Resources, Business Administration, or closely related field;

AND

- Minimum of two (2) years of work experience in one of the areas listed below:
 - Facilities management; OR
 - Two (2) years of experience in human relations or safety assignments involving California Code of Regulations, Title 8, Illness and Injury Prevention Program or On-the-Job Injury Program in a government setting.

Proof of education (degree or transcripts) are required for verification purposes at the time of application. Applicants who are unable to submit proof must call 209-558-1200 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.

*For more information on the Community Services Agency
scan the QR Code or visit <https://www.csa-stanislaus.com>*



QUICK GUIDE TO APPLYING

APPLICATION PROCESS



1.
Find the
Right Job



2.
Update Your
Application



3.
Submit Your
Application



4.
Wait for
Processing



5.
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?

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:

\$70,220 - \$85,342

The County of Stanislaus provides a competitive and comprehensive benefits package for regular confidential full-time County employees including:

- Excellent retirement benefits
- Medical, dental, vision, and basic term life insurance plans
- Vacation Accruals
- Disability protection
- 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 mid-management 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 on 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: December 22nd, 2025

Oral Examinations are tentatively scheduled for the week of January 5th, 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.