



# THE COUNTY OF STANISLAUS

COMMUNITY SERVICES AGENCY



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

*\*See inside for details*

## Software Administrator I/II

**\$80,516 - \$120,348 Annually**

Please apply by December 22, 2025  
or after 100 applications received.

# THE IDEAL CANDIDATE

The Community Services Agency (CSA) is looking for a bright, ambitious, customer-focused professional to join our IT team. CSA is a dynamic workplace where we all strive to provide services to our customers in a responsive, progressive, and most importantly, friendly way. Candidates should be eager to apply their expertise and to learn new skills and approaches. Candidates will be challenged to broaden their horizons and step outside of their comfort zones. Candidates will need to function effectively in the service of their team's objectives. Candidates must be able to effectively communicate technical concepts to customers. The ideal candidate will be optimistic, self-motivated and believe in the power of technology to have a positive impact in the community we serve.

## ABOUT THE POSITION

This is an entry/journey level position in the Software Administrator series. This classification is responsible for maintaining, enhancing, and modernizing legacy applications; developing and administering databases; creating ETL (Extract, Transform, and Load) processes; developing reports; and managing software development projects.

## 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.

*Interested in learning more about  
the Community Services Agency?*

*Scan the QR or visit*

*<https://www.csa-stanislaus.com/>*



# TYPICAL TASKS

## SOFTWARE ADMINISTRATOR I

- Serve as system administrator for a moderately complex system or assist with administration of a large, complex system;
- May perform database administration; may tune database or write solutions to improve database performance;
- Identify problems and provide resolutions in one or more off the shelf or third-party systems;
- Develop processes and procedures to aid staff using applications; • Receive user requests and assist users in using complicated features of software applications, including queries, report generation, and data extraction;
- Monitor system logs/performance data to identify potential problems and remedy identified issues;
- Correct program problems by analyzing results of production runs, design and run test scenarios to diagnose problems; resolve data, configuration, and operator errors;
- Analyze customer problems and requests; create solutions using advanced features of computer applications or creating detail program specifications for software engineers;
- Write and maintain user documentation;
- Install software packages and patches including pre-production testing; perform data conversion and maintenance;
- Ensure data is backed up; may perform data recovery or restoration;
- May perform database administration; and
- Perform related duties as assigned.

## SOFTWARE ADMINISTRATOR II

- Serve as system administrator for large systems;
- Perform database administration, design, and develop databases within an application; tune database and write solutions to improve system performance;
- Participate in the analysis and design of County wide solutions like Data Warehouse and Data Marts;
- Identify problems and provide resolutions in one or more off the shelf or third-party systems; develop processes and procedures to aid staff using applications;
- Receive user requests and assist users in using complicated features of software applications, including queries, report generation, and data extraction;
- Monitor system logs/performance data to identify potential problems and remedy identified issues;
- Correct program problems by analyzing results of production runs, design and run test scenarios to diagnose problems; resolve data, configuration, and operator errors;
- Analyze customer problems and requests; create solutions using advanced features of computer applications or creating detail program specifications for software engineers or vendors;
- Write and maintain user documentation;
- Install software packages and patches including pre-production testing; perform data conversion and package maintenance;
- Ensure data is backed up; may perform data recovery or restoration;
- Perform database administration, design and develop databases within an application;
- May supervise, train, and evaluate performance of staff as assigned; and
- Perform related duties as assigned.



# MINIMUM QUALIFICATIONS

## EDUCATION & EXPERIENCE

### SOFTWARE ADMINISTRATOR I

#### PATTERN I

- Equivalent to the completion of a Bachelor's Degree from an accredited college or university with major coursework in computer science, information technology, or a related field.

#### PATTERN II:

- Possession of an approved information systems technology certificate, or completion of an approved information systems training course or equivalent to an Associate's Degree from an accredited college or university with 30 units of computer related coursework; AND
- Two (2) years of related software administration, database management or related information technology experience.

#### PATTERN III:

- Three (3) years of experience equivalent to Technology Specialist II with Stanislaus County.

### SOFTWARE ADMINISTRATOR II

#### PATTERN I

- Two years as a Software Administrator I with Stanislaus County.

#### PATTERN II

- Equivalent to the completion of a Bachelor's Degree from an accredited college or university with major coursework in computer science, information technology, or a related field; AND
- Two (2) years of experience in database administration, software administration, GIS administration, or related field.

#### PATTERN III

- Possession of an approved information systems technology certificate, or completion of an approved information systems training course or equivalent to an Associate's degree from an accredited college or university with major coursework in computer science, information technology, or a related field; AND
- Four (4) years of experience in database administration, software administration, GIS administration or related field.

Proof of education is required for verification purposes at the time of application. Applicants who are unable to submit proof must call 209-558-3369 to make other arrangements before 5pm 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 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 developing and maintaining database using Microsoft Access, VBA, SQL; OR
- Six (6) months of experience developing and maintaining dashboards and reports in Power BI; OR
- Six (6) months of experience in Database Administration OR
- Six (6) months of experience in ETL processes OR
- Six (6) months of experience in Software Development project management.

*For the knowledge, skills,  
and abilities, scan the QR  
code or click [here](#).*



# 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:  
**\$80,516 - \$ 120,348 Annually**

The County of Stanislaus provides a competitive and comprehensive benefits package for regular full-time represented 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](http://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 Technical Services 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 December 22, 2025**

### **Oral interviews tentatively scheduled for the week of January 5, 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>

## **LICENSE OR CERTIFICATE:**

- Depending upon assignment, demonstrated technical competency and/or certification pertaining to the information technology used by the appointing department may be required.

## **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.