



# HR Management Consultant - Department Support Unit (Manager I/II/III) Chief Executive Office

**\$71,656 - \$135,907 Annually**

Apply by February 13th, 2026 or after 100 applications received.

# ABOUT THE POSITION

The County of Stanislaus, Chief Executive Office invites applications from qualified candidates for the position of Department Support Unit Manager. This recruitment will be used to fill two (2) vacant positions. One embedded within the Behavioral Health & Recovery Services Department, and one supporting multiple departments.

The HR Management Consultant - Department Support Unit (DSU) (Manager I/II/III) provides comprehensive Human Relations support to multiple county departments. This position plays an essential role on the Human Relations Management team and serves as a direct liaison to centralized County departments and will be responsible to work successfully with members of all levels of the organization to ensure policies and procedures are administered consistently.

## THE IDEAL CANDIDATE

The ideal candidate will be a strategic and critical thinker with exceptional interpersonal skills, capable of navigating the complexities of diverse departments while maintaining a consistent and equitable approach to HR practices. They will also possess a unique blend of relational, analytical, and advocacy skills. Strong communication skills are crucial, as the candidate will be responsible for fostering positive relationships between the Chief Executive Office and County departments. The ideal candidate should also demonstrate a high level of integrity, ethical conduct, and a commitment to fairness and equity.

This role should model the County's value system while ensuring the County is in alignment with policies and legal mandates.



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 best practice 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**

**Safety**

**Department Support Unit**



## THE TYPICAL TASKS

- Provide HR generalist consultation, support, and compliance for assigned County departments.
- Manage recruitment and retention strategies, oversee process improvements and implementation, provide supervision, and support program outcomes.
- Lead enterprise HR projects, focusing on labor law, policies, and procedures to enhance County department operations.
- Collaborate with County departments and peer DSU Managers to address and resolve HR challenges.
- Serve as a liaison with County Counsel, Senior Leadership, Elected Officials, and other stakeholders on HR-related matters.
- Prepare reports, investigations, and memoranda on research, discipline, and other HR matters.
- Review, interpret, and advise on County ordinances/policies, State and Federal laws, and labor agreements.
- Offer guidance to department personnel on HR best practices.
- Consult with department and County leadership staff and designated employee representatives on labor relations issues within the scope of union representation
- Participate in labor negotiations as a member of the County management team when needed.
- Provide guidance on classification and compensation studies.
- Oversee the recruitment and selection processes for County departments.
- Advise leadership on the administration of the County's discipline ordinance and guide managers through the discipline process.

# HUMAN RELATIONS FUNCTIONS

Under the direction of the DSU Senior Management Consultant, you will perform HR generalist duties with an emphasis on the following functions:

- Classification and Compensation
- Disability Management
- EEO Compliance
- Employee Development
- Employee Relations
- General HR Support
- Labor Relations
- Performance Management
- Policy Administration
- Recruitment and Retention
- Training and Development



## We've got you covered...

*Take a peek into our total compensation offerings!*



[2025 Insurance Rates for Full-Time Employees](#)



[2025 Benefit Summary](#)



[\\$900 Annual Professional Development](#)



[Up to \\$5,000 in Moving Allowance](#)

Click the underlined text to be directed to the links!

# MINIMUM QUALIFICATIONS

## KNOWLEDGE/SKILLS/ABILITIES

- Analytical Thinking
- Analysis and Research
- Compliance and Legal Knowledge
- County Government Functions
- Critical Thinking
- Decision-Making and Judgment
- Employee Engagement and Development
- Effective Communication
- Personnel and Human Resources
- Project and Program Management
- Relationship Building
- Strategic Planning and Goal Setting

# EDUCATION & EXPERIENCE

*\*\* For all Levels: Graduation from an accredited four-year college or university with a degree in Human Resources Management, Public or Business Administration, or a closely related field.*

### MANAGER I

- One (1) year of lead or supervisory experience overseeing functions in human resources; OR
- One (1) year of lead or supervisory experience supporting multiple human resources functions

### MANAGER II

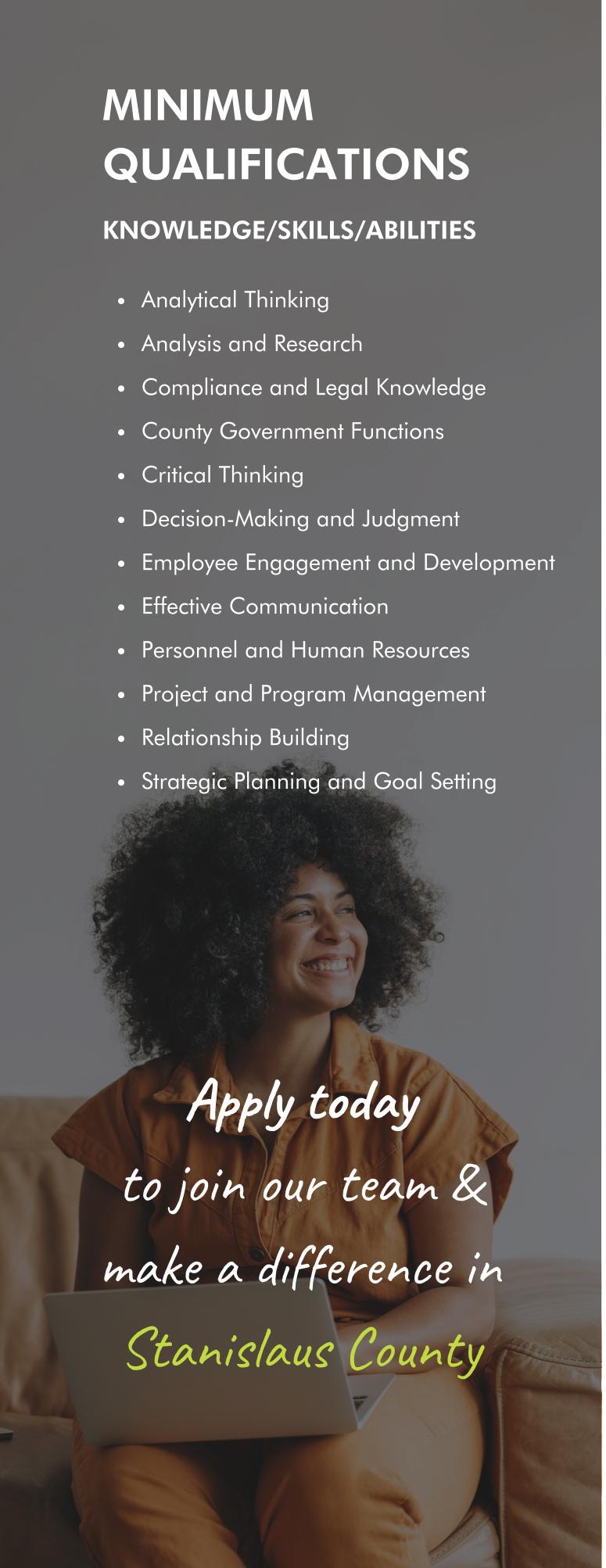
- One (1) year of progressively responsible management experience performing duties comparable to a Stanislaus County Manager

### MANAGER III

- Two (2) years of progressively responsible management experience performing duties comparable to a Stanislaus County Manager

**Progressively responsible HR experience comparable to work in a public agency may be substituted for the required education on a year-for-year basis.**

Proof of education may 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.



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

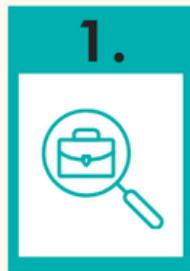
# DESIRABLE QUALIFICATIONS

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.

- At least two (2) years of supervisory, lead, or management experience in public sector Human Resources within the past five (5) years.

# 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



## 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?*



Scan the QR code with a camera  
app to watch the Employee Choice  
Bonus Plan video!



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.



Take Your Place.

## COMPENSATION & BENEFITS

Approximate Annual Base Salary:  
**\$71,656 - \$135,907**

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

Insurance: Extensive health, dental, and vision coverage options for employees and dependents

Professional Development: \$900 per Fiscal Year

Voluntary Deferred Compensation Plan (457B) plus 1.5% base pay contributed by the County

Life and Disability Insurance: Term life insurance policy, as well as Accidental Death/Disability coverage

Vacation: Accruing biweekly:  
2 weeks for the first two years  
3 weeks per year 3 thru 10  
4 weeks per year 11 thru year 20  
5 weeks per year beginning at year 21  
Vacation accruals are subject to maximum limits  
32 additional vacation hours annually

56 hours administrative/management leave per year (does not carry over)

Holidays: 12 paid holidays annually

Sick Leave: Sick leave is accrued at a rate of 96 hours per year

Moving Allowance: Recruited from out-of-County up to \$5,000

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 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" and is designated Management for labor relations purposes.

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

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: 100 applications or February 13, 2026**

### **Oral Examinations are tentatively scheduled for the week of February 16th.**

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.