Stanislaus County

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

Behavioral Health & Recovery Services

$80,516 - $120,348 Annually

Please apply by February 27, 2026, or once 100 applications have
been received

**STANISLAUS
COUNTY HUMAN
RELATIONS**

Take Your Place.

ABOUT THE POSITION

The Behavioral Health & Recovery Services Department (BHRS) is seeking motivated, customer-focused professionals to join our IT team. In this role, you will be part of a collaborative and service-driven environment committed to providing responsive, progressive, and friendly support to those we serve. We're looking for someone who is eager to apply their technical expertise while continuing to learn and grow, and who is comfortable stepping outside of their comfort zone to meet team objectives. You should be able to clearly communicate technical concepts to non-technical users and work effectively in support of shared goals. The ideal candidate is optimistic, self-motivated, and believes in the positive impact technology can have on the community. The BHRS IT Division includes the Help Desk, System Engineers, and Data teams, and this position will primarily support the Data Team in developing and maintaining data collection tools and reports, validating data for state submissions, assisting with deployment testing, and performing data quality checks and analysis.

ABOUT THE DEPARTMENT

Behavioral Health and Recovery Services is committed to behavioral health principles that are responsive to both mental health services and substance use disorder services. Our scope of services includes, but is not limited to, inpatient and outpatient psychiatric services, substance use disorder services, behavioral education and prevention, public guardian functions and advocacy. We offer these services throughout Stanislaus County at Behavioral Health and Recovery Services managed sites and partner with community agencies, as well as other County departments.

Here at the Behavioral Health & Recovery Services...

Our mission is to provide and manage effective prevention and behavioral health services that promote wellness, resilience, and recovery.

ABOUT THE POSITION

Software Administrators administer enterprise solutions or critical department systems such as electronic health record, electronic medical record, Oracle Financial Management System, PeopleSoft and C-IV where the primary responsibilities are related to maintaining system availability, ETL processes for reporting purposes, using development tools to customize or enhance data entry, maintaining databases, maintaining user access and security, and system administration with limited coding. The Software Administrator series is distinguished from the Software Engineer series in that the latter classification is focused on the analysis of business needs, creates applications, designs new or enhanced programs, codes programs, develops desktop and web-based applications, and provides ongoing support to internally developed applications.

SOFTWARE ADMINISTRATOR I

Under supervision, to perform a variety of software development and administration duties of simple to average difficulty; and other related duties as required. This is the entry level professional class in the Software Administrator series. Assignments require some experience in carrying out software maintenance efforts at the departmental or enterprise level. This classification is focused on the maintenance and enhancement of existing applications, development and administration of databases, development of ETL (Extract, Transform and Load) processes as part of Data Warehouse and/or Data Marts, and reporting solutions including basic dashboards. Incumbents should have knowledge and experience with industry-standard project development methodologies. This classification is distinguished from Software Administrator II in that the latter is the fully experienced, journey level classification capable of performing more difficult and complex tasks with less supervision.

SOFTWARE ADMINISTRATOR II

Under general supervision, to perform a variety of software development and administration duties of average to high difficulty; and other related duties as required. This is the journey level professional class in the Software Administrator series. Assignments require expertise and experience in carrying out software maintenance efforts at the departmental or enterprise level. This classification is focused on the maintenance and enhancement of existing applications, development and administration of databases, and basic data warehousing and/or the development of basic ETL (Extract, Transform and Load) processes as part of Data Warehouse and/or Data Marts, and reporting solutions including basic dashboards. Incumbents should have knowledge and experience with industry-standard project development methodologies. This classification is distinguished from Software Administrator I in that the latter is the entry level classification performing more routine tasks under closer supervision while learning to perform more difficult and complex tasks.

TYPICAL TASKS

SOFTWARE ADMINISTARTOR I

Duties may include, but are not limited to, the following:

- Assist in the administration and maintenance of complex enterprise systems, ensuring optimal performance andreliability.
- Support database management by optimizing queries, improving database performance, and troubleshootingsystem issues.
- Analyze and resolve software-related issues by diagnosing errors, developing solutions, and implementing bestpractices.
- Provide technical support and guidance to users, creating documentation, processes, and procedures to enhancesoftware utilization.
- Develop SQL queries and design reports to extract, analyze, and present data for business needs.
- Maintain, enhance, or refactor legacy MS Access databases and other existing applications.
- Monitor system logs and performance data to proactively identify and address potential issues.
- Conduct code reviews and provide feedback to enhance software quality and maintainability.
- Install, configure, and test software updates, patches, and security enhancements.
- Ensure data integrity and security by implementing backup and recovery procedures.
- Collaborate with cross-functional teams to understand business needs and provide technical solutions tostreamline workflows.
- Assist in updating IT security policies and maintaining compliance-related documentation, including Security RiskAssessments (SRAs) required under HIPAA regulations.
- Maintain comprehensive documentation for all developed applications, queries, security policies, and systemprocesses.
- Perform additional duties as assigned to support IT operations and business initiatives.

SOFTWARE ADMINISTARTOR II

Duties may include, but are not limited to, the following:

- Provide Level 2 and Level 3 application support for BHRS business systems (ex SmartCare, Cerner, Observsmart,internal dashboards etc)
- Coordinate with vendors and internal teams for bug resolution, testing, and system updates
- Develop and maintain internal tools or applications to support program operations
- Assist with system integrations and automation (e.g., API or data exchange workflows)
- Document system changes and provide basic user guidance or training as needed
- Serve as a lead system administrator for enterprise-level software solutions, managing system performance,security, and scalability
- Design, develop, and optimize relational databases within applications, ensuring data integrity and efficiency
- Act as a primary or backup Microsoft SQL Server Administrator, overseeing database maintenance, tuning, andtroubleshooting
- Lead the development and implementation of data management solutions, including data warehouses and datamarts
- Analyze and resolve complex software and system issues, utilizing advanced debugging, testing, andtroubleshooting methodologies
- Design and implement data extraction, transformation, and loading (ETL) processes to support businessintelligence initiatives
- Enhance system functionality by developing custom scripts, automation, and integrations with third-party systems
- Oversee the maintenance and refactoring of legacy systems, ensuring seamless transition to modernized solutions
- Provide mentorship, guidance, and code reviews for junior software administrators, fostering professionaldevelopment
- Lead system monitoring efforts, identifying performance bottlenecks and implementing proactive solutions
- Ensure robust security measures, compliance, and best practices for data governance and system access
- Develop and maintain IT security policies and compliance documentation, ensuring adherence to HIPAA, and otherregulatory requirements, including Security Risk Assessments (SRAs) and audit readiness
- Collaborate with business stakeholders to assess needs, propose solutions, and implement efficient workflows
- Supervise, train, and evaluate assigned staff members, ensuring alignment with organizational goals and industrystandards; and
- Perform additional duties as needed to support organizational objectives and IT strategies.

EDUCATION & EXPERIENCE

SOFTWARE ADMINISTRATOR I
PATTERN I
- Equivalent to the completion of an 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 an 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 may be required for verification purposes at the time of application. Applicants who are unable to submit proof must call (209)525-7339 to make other arrangements before 5 pm on the final filing date. Failure to submit proof or make other arrangements before the final filing deadline may result in disqualification.

For the full listing of Minimum Qualifications, including Knowledge, Skills and Abilities:

Scan the QR code or click the link

Software Administrator I

Software Administrator II

QUICK GUIDE TO APPLYING

Stanislaus County

APPLICATION PROCESS

1. Find the Right Job

2. Update Your Application

3. SUBMIT — 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!**

DESIRABLE QUALIFICATIONS MATTER
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
Providing old contact info or leaving references blank. **Include current, reachable contact information for all references.**

INCLUDING TOO MUCH OR UNRELATED INFO
Adding long paragraphs or unrelated experiences. **Keep your application clear, concise, and focused on relevant qualifications.**

ASSUMING COMPUTERS SCREEN APPLICATIONS
Thinking a computer or automated system will select qualified candidates. **All applications are reviewed by trained recruitment analysts, so make sure your experience is clearly detailed.**

HR
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?

HR | STANISLAUS COUNTY HUMAN RELATIONS
Take Your Place.

Stanislaus County

clubwellness
myclubwellness.org

Employee Choice Bonus Plan
UNDERSTANDING THE DETAILS

Stanislaus County

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

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

- Excellent retirement benefits (2% at approximately age 61 formula)

- Medical, dental, vision, and basic term life insurance plans

- 2 weeks annual vacation upon entering County service

- 16 additional vacation hours annually

- 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 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.

clubwellness

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.

This position is subject to overtime, standby, weekend, holiday, shift, and callback assignments as identified in the 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: Please apply by February 27, 2026, or once 100 applications have been received
Written Examinations are tentatively scheduled for the week of March 2, 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.

LICENSE/CERTIFICATIONS

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

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.