



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

Supportive Services Division Manager (Manager III)

Behavioral Health & Recovery Services

\$90,604 - \$135,907 Annually

Apply by March 9, 2026 at 5pm



ABOUT THE POSITION

Under the general direction of the Chief of Supportive Services Division, the Manager III provides oversight of division-wide programming and operational support for all line staff and Coordinators within the Supportive Services Division (SSD). This position should have an authentic understanding of the lived experiences and challenges of members or family members affected by a serious mental illness and navigating services through BHRS or other service providers.

This management position requires an exceptionally high level of independent decision-making, sound judgement, and leadership. The Manager III serves as both an internal leader within the organization and a visible leader in the community.

ABOUT THE DEPARTMENT

Behavioral Health and Recovery Services (BHRS) is committed to behavioral health principles that are responsive to both mental health services and substance use disorders. 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 in partnership with community agencies, as well as other County departments.



THE TYPICAL TASKS

- Program Development and Management: Manage cross-system functions related to assessing and improving services, outreach and engagement services, the implementation of evidenced-based interventions, and the development and monitoring of services and outcomes.
- Support in department with Process improvement projects (PIPs);
- Strategize with leadership to address specific program performance issues, and collaborative projects with contract service providers and community partners;
- Manage functions related to the monitoring of behavioral health contracts. Management duties will include but not limited to ensuring effective and efficient use of resources to provide behavioral health services, with a focus on adherence to all BHRS clinical and administrative standards and practices;
- Monitor, track and complete reports and lead preparation for audits of the Support Services Division programs;
- Implement SSD strategic initiatives, including developing and monitoring outcomes, delegating responsibilities and ensuring deadlines are met;
- Review and analyze legislation, regulations and directives to determine impact on program goals and objectives, program administration and the community;
- Develop plans and policies for implementing legislation, regulations and directives;
- Oversee quality management functions;
- Effectively address personnel matters as needed;
- Manage system-wide functions related to assessing and improving access to care, with particular attention given to diverse ethnic, cultural, and un-served, and underserved populations;
- Support the Support Services Division in administrative oversight, training, and ongoing needs specific to the Electronic Health Record;
- Manage system compliance in electronic health record including assurance of documentation standards;
- Manage reporting functions of the Support Services Division to include writing detailed annual reports, narratives, data graphs and charts, etc.;
- Respond and provide after-hours management support for staff of program staff on a rotating basis;
- Provide all necessary leadership skills related to the development and supervision of the programming's fiscal elements;
- Assure compliance with Department policies and procedures;
- Train staff on policies and procedures;
- Continuously assess and improve the performance of services utilizing process improvement techniques;
- Maintain quality control programs as appropriate;
- Assure appropriate orientation, in-service training and continuing education is provided to staff;
- Make annual budget recommendations including cost and revenue projections;
- Monitor programs expenditures and revenue collection to assure targets are met;
- Assure a system for implementing an effective, ongoing program to measure, assess and improve the quality of services delivered to clients based on their needs and the mission of BHRS;
- Confer and consult with other supervisory staff regarding personnel issues;
- Assure safety and risk management procedures are followed;
- Demonstrate good verbal and non-verbal communication skills;
- Demonstrate knowledge and skills in addressing cultural barriers of the population we serve;
- Maintain positive and effective community relations.
- Facilitate site licensing and certification;
- Oversee program development;
- Assist with the interface for accessing health care for members;
- Assist with the development and implementation of a staff training plan;
- Represent the Chief as needed at statewide meetings, various administrative and efforts to strengthen community partnerships and collaboration;
- Represent BHRS at meetings and conferences, locally, regionally, and statewide;
- Provide support and supervision to program coordinators;
- Facilitate the implementation of new programming as needed; and
- Other duties as assigned.



MINIMUM QUALIFICATIONS

KNOWLEDGE/SKILLS/ABILITIES

- Administration and Management
- Customer and Personal Service
- Research analysis and report building
- Diversity an Inclusion
- Federal, State, and local laws
- Judgment and Decision Making
- Education and Training
- Judgement and decision making
- Social Perceptiveness
- Collaboration
- Systems Analysis
- Systems Evaluation
- Project Management
- Time management
- State and Local regulations
- Strategic planning
- Sociology and Anthropology
- Complex Problem Solving

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



*Scan the QR code to learn more about the
Behavioral Health & Recovery Services, or visit
www.stancounty.com/bhrs/*

EDUCATION & EXPERIENCE

MANAGER III

- Possess two (2) years of management level experience in a large public or private human services organization in overseeing program development focused in Mental Health, Substance Abuse or in a related area; AND
- Graduation from an accredited four-year college or university with a degree in psychology, Social Work/Counseling, Nursing, Public or Business Administration, or a closely related field.

Progressively responsible experience in a related area 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 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.

DESIRABLE QUALIFICATIONS

In addition to the minimum qualifications, applicant screening will focus on the following desirable qualifications. Please list any qualifications you may have within the "Duties" or "Education" section of the online application.

- Current or previous consumer of service(s) through Behavioral Health and Recovery Services; OR
- An immediate family member of an individual who previously or currently receives services through Behavioral Health and Recovery Services; OR
- Individuals/family members who have lived experience with a severe mental health diagnosis or substance use disorder

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

Approximate Annual Base Salary:
\$90,604 - \$135,907 Annually

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 62 formula)
- Medical, dental, vision, and basic term life insurance plans
- County paid Deferred Compensation at 1.5% of base salary
- 2 weeks annual vacation upon entering County service
- 32 additional vacation hours annually
- 56 hours administrative/management leave per year (does not carry over)
- 96 hours of sick leave annually
- 12 paid holidays annually
- \$900 annual Professional Development reimbursement
- Car allowance upon Department Head approval
- Moving allowance recruited from out-of-County
- Disability protection
- 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" 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: March 9, 2026, at 5pm

Oral Examinations are tentatively scheduled for the week of March 16, 2026

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.