



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

# Human Resources Specialist (Confidential Assistant III)

Stanislaus County Public Works

**\$50,294 - \$75,462 Annually**

This recruitment will close after 75 applications are received or by 5pm on March 25, 2026. Please apply as soon as possible.



# THE POSITION

The Department of Public Works is seeking a detail-oriented and resourceful Human Resources Specialist (Confidential Assistant III) to support the department's HR operations. This position is instrumental in maintaining department standards through HR compliance requirements, while also supporting recruitment, onboarding, payroll, and employee evaluation processes.

In this role, you will interpret and apply HR policies, labor agreements, and employment laws; ensure accurate and consistent documentation in accordance with County standards; manage recruitment activities including posting jobs, screening applications, coordinating interviews, and preparing offer letters; facilitate onboarding for new employees; and assist with employee evaluations and personnel action forms.

This position is ideal for a team player who enjoys variety, is highly detail-oriented, and adapts quickly to changing priorities. The successful candidate will have experience in public-sector or complex organizational environments and the ability to balance multiple priorities while providing excellent service to departments, employees, and leadership.



## THE TYPICAL TASKS

- Ensure departmental compliance with County, State, and Federal HR policies, procedures, labor agreements, and employment laws.
- Coordinate and manage employee evaluations, ensuring completion on schedule, proper documentation, and adherence to departmental standards.
- Prepare, review, and process personnel action forms (promotions, transfers, separations) in compliance with County procedures and regulations.
- Assist with recruitment activities, including posting job announcements, reviewing applications, coordinating interviews, and preparing offer letters.
- Facilitate onboarding for new employees, including orientation and new hire paperwork.
- Maintain accurate and confidential HR records related to compliance, evaluations, personnel actions, and recruitment/onboarding.
- Prepare reports, correspondence, and communications related to compliance, personnel actions, and recruitment activities.
- Provide administrative support to the Department's Safety Officer.
- Coordinate DOT random testing, process driver authorization forms, and manage commercial driver authorization forms.
- Assist with payroll processes, coordinate safety training, and manage annual hearing tests.

# MINIMUM QUALIFICATIONS

## KNOWLEDGE/SKILLS/ABILITIES

- Developing, coordinating, and delivering training programs
- Payroll policies and procedures
- Employee evaluation and performance management processes
- Personnel action form preparation and processing
- Recruitment and onboarding processes
- Confidential records management
- Analytical, problem-solving, and data-tracking skills
- HRIS systems and Microsoft Office Suite
- Written and verbal communication
- Attention to detail and accuracy
- Professional judgment, discretion, and integrity
- Collaboration and interpersonal skills
- Customer service and responsiveness
- Time management and organizational skills
- Adaptability in a dynamic work environment

Proof of education is required for verification purposes at the time of application. Applicants who are unable to submit proof must call (209)525-4125 to make other arrangements before 5 pm on the final filing date. Failure to submit proof or make other arrangements before the final filing date deadline will result in disqualification.

# EDUCATION & EXPERIENCE

## PATTERN I\*

- Three (3) years of journey-level experience performing complex administrative functions in an office environment

## PATTERN II\*

- Thirty (30) semester units in Business Administration, Public Administration, Communication, Human Resources, or a closely related field; AND
- Two (2) years of journey-level experience performing complex administrative functions in an office environment

## PATTERN III\*

- Associate's degree in business administration, Public Administration, Communications, Human Resources, or a closely related field; AND
- One (1) year of journey-level experience performing complex administrative in an office environment

\*NOTE: For all patterns, experience must reflect work of similar scope and complexity to that performed in a public agency environment, though public-sector experience is not required

## 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.

- One (1) year of experience supporting personnel functions, benefits administration, human resources, or payroll operations.

# 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

**\$50,294 - \$75,462 Annually**

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

- Excellent retirement benefits (2% at approximately age 61 formula)
- Medical, dental, vision, and basic term life insurance plans
- County paid Deferred Compensation at 1.0% of base salary
- Two weeks annual vacation
- 16 additional vacation hours annually
- 96 hours of sick leave annually
- 12 paid holidays annually
- \$400 annual Professional Development reimbursement
- 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 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" 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: APPLY BY March 25, 2026 or after 75 applications are received. Oral Examinations are tentatively scheduled for the week of April 6, 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.