



Providing Merit System Services

Supervising Integrated Case Worker*

Mono County

Department of Social Services

REVISED TO REFLECT NEW APPLICATION DEADLINE AND TENTATIVE EXAMINATION DATE.

Application Deadline Friday, March 24, 2017 at 5:00pm PST

Monthly Salary \$4,980 - \$6,053

Recruitment Type Open to the Public, Full-Time

Tentative Examination Date

Oral Examination Week of April 10, 2017

Examination will be held in Mono County

Work Location Mammoth Lakes, California

Mono County is an Equal Opportunity Employer

The Position

Under general direction, plans, organizes, directs, and supervises the work of a staff engaged in determining the need for public assistance, providing employment services, managing an integrated caseload, and authorizing program benefits in accordance with established policies and procedures; and performs related duties as required.

Minimum Qualifications

While the following requirements outline the minimum qualifications, only applicants who demonstrate the best qualifications match for the job will be selected to continue in the recruitment process. Applicants must meet the minimum qualifications by the application deadline.

Pattern 1: One year of full-time experience as an Integrated Caseworker III; **AND** Successful completion of 15 semester (22.5 quarter) units or 15 continuing education credits in behavioral

science in sociology, psychology, counseling, vocational guidance or any coursework related to the provision of employment services. This required coursework may be obtained through colleges, universities, university extension, business schools, or employer provided career development.

OR

Pattern 2: Eighteen (18) months of full-time experience as an Integrated Caseworker III

OR

Pattern 3: Thirty (30) months of full-time experience as an Integrated Caseworker II; **AND** Successful completion of 15 semester (22.5 quarter) units or 15 continuing education credits in behavioral science in sociology, psychology, counseling, vocational guidance, or any coursework related to the provision of employment services. This required coursework may be obtained through colleges, universities, university extension, business schools, or employer provided career development.

OR

Pattern 4: Three (3) years of full-time experience as an Integrated Caseworker II.

OR

Pattern 5: Two (2) years of full-time experience as an Eligibility Supervisor.

OR

Pattern 6: Three (3) years of full-time professional casework experience performing publicly funded vocational guidance services, employment counseling or placement services in a social services program, including duties and responsibilities for determining client income and other qualifications for program participation and one year of lead or supervisory experience or training in a social services program; **AND** Completion of the equivalent of 15 semester units (22.5 quarter units) or 15 continuing education credits in behavioral science such as sociology, psychology, counseling, vocational guidance or any coursework related to the provision of employment services. (This required coursework may be obtained through colleges, universities, university extension, business school, or employer provided career development training.

To view additional information about the typical duties, knowledge, skills and abilities for this classification, please visit our website at https://secure1.cpshr.us/mss_jobs/InfoListings.aspx and search for the classification title.

Additional Information

A valid driver's license may be required at the time of appointment and employees may also be required to drive their own car, provide proof of car insurance, and a DMV clearance. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

Applicants for positions within the Department of Social Services are subject to a criminal history background check.

*The ability to speak, read, and write Spanish in addition to English would be an asset in this position, but is not required. Applicants for English/Spanish bilingual designated positions must take and pass the Merit System Services bilingual proficiency examination prior to appointment.

Examination Information

The examination process may include one or more of the following components: application evaluation, computer skills assessment, secondary screening, supplemental questionnaire, written examination, writing assessment, job related exercise, and/or a structured oral examination.

The tentative dates of the examination components are listed on the first page of this job bulletin. In the event that a supplemental questionnaire is included, please note that the answers provided may be used as a secondary screening to evaluate applicants.

The exam will be weighed based on the examination components administered for this recruitment.

Notifications

CPS HR Consulting will send you an email informing you of your status once it has been determined. Applicants who apply via a paper application and do not provide an email address will receive all recruitment notification(s) via United States Postal Service. Selected applicants will be invited to the next step of the examination process. If you have not received notice at least two (2) working days prior to the tentative test date, please contact CPS HR Consulting at mss@cpsshr.us.

Please add emails with the extension of @cpsshr.us to your safe sender email list (example: mss@cpsshr.us). This will help ensure that you receive all notifications. Periodically check your spam folder.

CPS HR Consulting is not responsible for emails that are not received, and examinations will not be re-scheduled as a result of emails not being received.

Some positions require that all approved applicants take and pass an oral examination to continue in the recruitment process. If this job bulletin states that there will be an oral examination for this position, please note the following: Prior to being scheduled for the oral examination, you may receive an email regarding scheduling an examination time from CPS HR Consulting, mss@cpsshr.us. If you do not respond to the email sent to you by the specified deadline, or you are not available on the specified examination date, you will not be scheduled for the oral examination.

Special Testing Arrangements

Special testing arrangements may be made to accommodate applicants for disability, military, or religious reasons. If you require such arrangements, please contact CPS HR Consulting at mss@cpsshr.us or 916-263-3614 upon notification that your application has been approved. Documentation from medical, military, school, or church officials outlining the accommodation request must be received by our office a minimum of five business days prior to a scheduled examination.

Foreign Education

Applicants who completed their education outside of the United States must submit verification of degree and/or course equivalency by the application deadline. Organizations that provide foreign education credential evaluation services can be found at www.naces.org. CPS HR Consulting will accept verification of degree and/or course equivalency from any of the listed member agencies. You must fax all pertinent documents to CPS HR Consulting at 916-648-1211 or by email to mss@cpsshr.us prior to the application deadline. Applicants who have previously submitted degree equivalency documentation must notify CPS HR Consulting.

About Mono County

Mono County, with a population of approximately 14,000, is set on the eastern slopes of California's Sierra Nevada mountain range.

The Town of Mammoth Lakes, with a population of approximately 7,093 is the most populated area of Mono County. The County Seat is located in picturesque Bridgeport located 360 miles north of Los Angeles and 182 miles southeast of Sacramento.

Mono County is a rare environment of natural contrasts: soaring granite peaks and spacious desert vistas, quiet lakes, bubbling hot springs and cold mountain streams, winter snows and sunny summer skies. The County offers numerous recreational opportunities for the outdoor enthusiast.

How to Apply

Applicants must submit a completed online application, including any of the additional documents/materials indicated. Additional documents/materials are included in the online application. Apply online by logging onto www.mss.ca.gov and follow the instructions.

The information you include on all recruitment and selection related documentation is an integral part of your examination and will be reviewed and evaluated based on the current job requirements. Only the education, experience, and training you list will be compared to the criteria measuring the qualifications for this job, and only applicants with the most relevant education, experience, and training will be included in each phase of the selection process. ***Therefore, it is especially important that your responses to each component of this process be***

as complete and detailed as possible. Be very careful to list all relevant education, experience, and/or training that should be taken into account for this job.

It is recommended that you apply via the online application system. Applicants without Internet access may fax a paper application to (916) 648-1211 or mail to the address below. Faxed or mailed applications will ONLY be accepted on the dates/times indicated on the front of this job bulletin. POSTMARKS ARE NOT ACCEPTED. Application packets may be obtained by contacting CPS HR Consulting, or the Social Services, Child Support, or Human Resources Department in the County.

CPS HR Consulting
Merit System Services Unit
241 Lathrop Way, Sacramento, CA 95815
Website: www.mss.ca.gov
Email: mss@cpshr.us
Phone: (916) 263-3614

Note: Your application and any additional material become the property of CPS HR Consulting.

Please make a copy for your file.

This job bulletin will not be available online after the application deadline.

Please print a copy for your records.

Nothing in this recruitment bulletin constitutes an expressed or implied contract. CPS HR Consulting reserves the right to make necessary modifications to the examination plan and/or schedule in accordance with Local Agency Personnel Standards.

Bulletin Re-Issue Date: Monday, February 27, 2017

