



Providing Merit System Services

## ***Staff Services Analyst I/II***

### **Mono County Department of Social Services**

***Application Deadline*** Friday, July 14, 2017 at 5:00pm PST  
***Monthly Salary*** \$4,295 - \$5,222 – Staff Services Analyst I  
\$4,741 - \$5,762 – Staff Services Analyst II  
***Recruitment Type*** Open to the Public, Full-Time

#### ***Tentative Examination Dates***

***Written Examination*** Saturday, July 29, 2017  
***Oral Examination*** Week of August 21, 2017  
*Examinations will be held in Mono County*  
***Work Location*** Mammoth Lakes, California

***Mono County is an Equal Opportunity Employer***

## **The Position**

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The Staff Services Analyst I/II classes are responsible for performing professional level analytical duties involving general administrative, staff development, fiscal, and/or program analytical work. Incumbents gather, tabulate, analyze, and chart data; interview and consult with departmental officials, employees, and others to give and receive information; prepare reports and make recommendations on procedures, policies, and program/functional area issues and alternatives; review and analyze proposed legislation and advise management on the potential impact; make decisions in financial, and other administrative systems of average to difficult complexity; prepare correspondence; and perform other related duties as assigned. Incumbents do not supervise other professional staff, but may supervise clerical and/or technical employees as an ancillary duty (not as the preponderant responsibility of the position).

The Staff Services Analyst I level is the entry level into the professional Staff Services series. Incumbents work under close supervision. Assignments are generally limited in scope and under the direction of a higher-level employee. As experience is gained, the incumbent is granted more

independence from supervision. Most incumbents are expected to promote to the II level after one year of satisfactory performance; however, positions limited to analytical duties of a more routine, repetitive nature will be permanently allocated to the Staff Services Analyst I level.

The Staff Services Analyst II is the journey level in the series. Incumbents work under direction and are responsible for performing the full range of duties at the journey level and working independently. This class differs from the Staff Services Analyst III in that the latter is the advanced journey-level class in the series where incumbents typically serve as lead workers over other analysts and/or are assigned the more highly specialized and complex duties in their work units, often involving department-wide responsibilities and assignments.

## **Minimum Qualifications**

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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.

### **Staff Services Analyst I**

Pattern 1: Graduation from an accredited four year college or university with a bachelor's degree;

**OR**

Pattern 2: Two (2) years (60 semester or 90 quarter) of college units;

**AND**

One (1) year of full time experience as an Eligibility Worker III, Integrated Case Worker III, Employment and Training Worker III, Social Worker II, Accounting Technician, Child Support Specialist III, or Staff Services Specialist; **OR** Two (2) years of full time experience as an Eligibility Worker II, Integrated Case Worker II, Employment and Training Worker II, Account Clerk III, or Child Support Specialist II; **OR** Two (2) years of full time technical level experience involving general administrative, personnel, fiscal, staff development, or program work.

Substitution: Additional progressively responsible para-professional experience performing complex duties of a technical nature in any of the functional areas noted above may be substituted for the required education on a year-for-year basis.

### **Staff Services Analyst II**

Pattern 1: One (1) year of full time experience as a Staff Services Analyst I;

**OR**

Pattern 2: Graduation from an accredited college or university with a bachelor's degree;

**AND**

Depending upon the option recruited for, one (1) year of full-time professional experience performing analytical work in the following areas: general administrative, personnel, fiscal, program, or staff development.

To view additional information about the typical duties, knowledge, skills and abilities for this classification, please visit our website at [https://secure1.cpsshr.us/mss\\_jobs/InfoListings.aspx](https://secure1.cpsshr.us/mss_jobs/InfoListings.aspx) and search for the classification title.

## **Additional Information**

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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.

## **Examination Information**

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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**

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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. Applicants selected to continue in the examination process will be invited to the next step. 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](mailto: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](mailto: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

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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](mailto: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

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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](http://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](mailto:mss@cpsshr.us) prior to the application deadline. Applicants who have previously submitted degree equivalency documentation must notify CPS HR Consulting.

## About Mono County

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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

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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](http://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](http://www.mss.ca.gov)  
Email: [mss@cpsshr.us](mailto:mss@cpsshr.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 Issue Date: June 19, 2017***