

Providing Merit System Services

Human Services Supervisor ***(MSS Class Title: Supervising Integrated Caseworker)***

Inyo County
Health and Human Services

<i>Application Deadline</i>	Friday, July 28, 2017 at 5:00pm PST
<i>Monthly Salary</i>	\$4,391 - \$5,341
<i>Recruitment Type</i>	Open to the Public, Full-Time
	<u><i>Tentative Examination Date</i></u>
<i>Oral Examination</i>	Week of August 14, 2017 <i>Examination will be held in Inyo County</i>
<i>Work Location</i>	Bishop, California
	<i>Inyo County is an Equal Opportunity Employer</i>

The Position

The Supervising Integrated Caseworker is responsible for reviewing and approving eligibility status for clients for the MediCal, CalWorks, and Foster Care programs and insuring accuracy in benefits issued to clients. This position also ensures that each worker is trained in all of these positions.

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.

Current and future vacancies will be filled contingent upon continued funding; should funding cease, the position will be eliminated.

Position may require pre-employment drug testing, physical and fingerprinting for a background investigation.

The ability to speak, read, and write Spanish in addition to English is preferred in this position, but is not required. Applicants for English/Spanish bilingual designated positions must take and pass the bilingual proficiency examination administered by CPS HR Consulting 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. 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.

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 Inyo County

Inyo County, with a population of approximately 18,000 residents, is located on the eastern side of the Sierra Nevada Mountain Range, south of Yosemite National Park.

The City of Bishop, with a population of over 3,000, is the only incorporated city in Inyo County. The greater Bishop area is home to over 12,000 residents.

Inyo County is a land of magnificent natural diversity. Mount Whitney is the highest peak in the lower 48 states; Death Valley is the lowest point in the U.S. The County also encompasses the John Muir Wilderness. The County is known for the cleanest air quality, purest water and one of the safest environments in the state.

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 Issue Date: July 13, 2017

