



IN ASSOCIATION WITH
CPS HR CONSULTING

CPS HR CONSULTING
invites applications for the position of:

Social Worker I, II, III, IV

SALARY: \$18.33 - \$34.75 Hourly
DEPARTMENT: Mono County Department of Social Services
OPENING DATE: 10/11/19
CLOSING DATE: 11/04/19 11:59 PM
TENTATIVE
WRITTEN EXAM DATE: 12/01/2019

TENTATIVE
ORAL EXAM DATE - WEEK OF: 12/01/2019

POSITION INFORMATION:

The Social Worker series performs social services casework; identifies client needs for more intensive casework services, provides referrals and performs other related work as assigned.

The Social Worker I is the entry/trainee class in the professional Social Worker series. The Social Worker I carries a limited non-complex social services caseload under close supervision and receives in-service training. The Social Worker II is the journey level in the series. The Social Worker II carries a full caseload of moderately difficult cases requiring greater skill and depth of knowledge in assessing problem situations and formulating plans for services. The Social Worker III is the advanced journey level in the series and carries a difficult caseload involving the determination of need for basic social services. The Social Worker IV is the master's level of the series. The Social Worker IV performs casework of an advanced nature dealing with complex individual and family problems. Typical assignments are within child welfare and adult services programs. As requisite skill and knowledge is developed, greater independence and the full scope of responsibility is exercised for this series.

SUPERVISION EXERCISED AND RECEIVED

Incumbents in the Social Worker classification receive direct supervision from a Social Worker Supervisor, or other higher-level supervisor or manager.

MINIMUM QUALIFICATIONS:

Social Worker I:

Pattern 1: Graduation from an accredited four-year college or university;

OR

Pattern 2: Successful completion of thirty (30) college semester units or forty-five (45) quarter units from an accredited college or university, including fifteen (15) semester units or twenty-two and a half (22.5) quarter units in social welfare, social/human services, sociology, or other social or behavioral science*;

AND

One (1) year of full-time experience in the Social Service Aide, Eligibility Specialist II, Employment and Training Worker II or comparable classification; OR Three (3) years of full-time experience providing direct client services to disadvantaged adults or children in a private or public agency.

Social Worker II:

Pattern 1: One (1) year of full-time experience performing entry level social work case management in the Social Worker I classification in an Interagency Merit System (IMS) county;

OR

Pattern 2: One (1) year of full-time social work case management experience**; AND Thirty (30) college semester units (45 quarter units) from an accredited college or university, including fifteen (15) semester units (22.5 quarter units) in social welfare, social/human services, sociology, or other social or behavioral science*

Social Worker III:

Pattern 1: One (1) year of full-time experience performing journey level social work case management in the Social Worker II classification in an Interagency Merit System (IMS) county;

OR

Pattern 2: Two (2) years of full-time social work case management experience in a public or private agency; AND Thirty (30) semester units (45 quarter units) from an accredited college or university, including fifteen (15) semester units (22.5 quarter units) in social welfare, social/human services, sociology, or other social or behavioral science;**

OR

Pattern 3: Bachelor's degree and successful completion of twenty-four (24) semester (36 quarter units) of a Master's degree program in Social Work, or a Counseling program from an accredited college or university, emphasizing Marriage, Family and Child Counseling or Marriage and Family therapy, Gerontology or Clinical Psychology; AND Twelve (12) months of social work case management experience.*

Social Worker IV:

Pattern 1: A Master's degree in Social Work from an accredited college or university;

OR

Pattern 2: A Master's degree from an accredited two (2) year counseling program*;

*Qualifying counseling degrees from a two (2) year counseling program includes: Marriage and Family Therapy, Clinical Counseling, Mental Health Counseling, Addiction Counseling, Gerontology, Counseling Psychology.

OR

Pattern 3: One (1) year of full-time experience performing advanced journey (equivalent to a MSS SW III) level social work case management as a Social Worker in a public or private agency and Master's degree in social or behavioral science, psychology, anthropology, sociology, or counseling education.

(Qualifying counseling degrees from a two (2) year counseling program includes: Marriage and Family Therapy, Clinical Counseling, Mental Health Counseling, Addiction Counseling, Gerontology, Counseling Psychology.)

*Examples of acceptable social or behavioral science courses include: anthropology, criminal justice, education, ethnic studies, history, human development, human services, law, nursing, nutrition, psychology, public health, social welfare, sociology, welfare, women's studies.

**Qualifying social work case management includes direct case work management, such as: assessment, evaluation; conducting investigations of abuse and neglect; preparing court reports; responsibility for a long term caseload, monitoring compliance through home calls and other personal contact; collaboration with other agencies and linking clients to resources and programs; development

of a case plan, modification of case plans as needed/required; and authority to impose sanctions or implement actions that impact services.

While the above requirements outline the minimum qualifications, applicants may be further evaluated for qualifications beyond those listed. Those applicants that are determined to be most highly qualified will be invited to participate in the next step of the selection process.

NOTE: Applicants who are within six months of graduation from a qualifying MSW program will be reviewed for further consideration; however, an eligible shall not be hired until completion and receipt of the MSW.

SUPPLEMENTAL INFORMATION:

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.
- Government agencies accessing US government information, which include federal tax information must ensure that background investigation requirements for all agency employees and contractors that have access to federal tax information are consistent to the IRS background investigation requirements for access to federal tax information. A background check may be required if the position requires access to these types of records. Background requirements consist of three components which include, fingerprinting, citizenship verification and local law enforcement checks. Applicable agencies must conduct investigation during time of hire and ensure a reinvestigation is conducted 10 years from the date of the previous background investigation for each employee that has access to federal tax information.
- At the discretion of Mono County Department of Social Services, and with the approval of Merit System Services, qualified candidates certified to the eligible list established by this exam may be appointed to the Social Worker I, II, III or IV level if the appointee meets the minimum requirements. Salary is as follows:
 - Level I: \$18.33 - \$22.28 Hourly
 - Level II: \$20.24 - \$24.60 Hourly
 - Level III: \$22.34 - \$27.15 Hourly
 - Level IV: \$28.59 - \$34.75 Hourly

VETERAN'S PREFERENCE

If you would like to request Veteran's preference points as part of the application packet, please submit a copy of your DD-214 form. Applicants must fax or email a copy of the DD-214 form to CalHR at 916323-2785 or mssprogram@calhr.ca.gov by the application deadline listed on the job bulletin.

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 CalHR at mssprogram@calhr.ca.gov or 916-323-2785 upon notification that your application has been approved. Documentation from medical, military, or school officials outlining the accommodation request must be received by our office a minimum of five business days prior to a scheduled examination.

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.

APPLICATIONS MAY BE FILED ONLINE AT:

1515 S Street, Suite 500, North Building
Sacramento, CA 95811 (916) 323-2360

mssprogram@calhr.ca.gov

Position #MSS01018
Social Worker I, II, III, IV
MW

Social Worker I, II, III, IV Supplemental Questionnaire

- * 1. As of today, have you received a Bachelor's degree from an accredited college or university in the United States?

Applicants who completed their education outside of the United States must submit verification of degree and/or course equivalency with the application. Organizations that provide foreign education credential evaluation services can be found at www.naces.org. the California Department of Human Resources(CalHR), Merit System Services (MSS) will accept verification of degree and/or course equivalency from any of the listed member agencies. You must attach all pertinent documents before submitting the application.

- Yes
 No

2. If no, will you obtain your Bachelor's degree within the next three months? Applicants who anticipate receiving their Bachelor's Degree within three months of the application deadline may apply, but will not be eligible for appointment until they have received their degree.

- Yes
 No

3. How many college credits do you have? Please specify the number of units and whether they are Quarter or Semester.

4. One pattern of minimum qualifications for Social Worker I requires successful completion of thirty (30) college semester units (45 quarter units) from an accredited college or university, including fifteen (15) semester units (22.5 quarter units) in social welfare, social/human services, sociology, or other social or behavioral science*. *Examples of acceptable social or behavioral science courses include: anthropology, criminal justice, education, ethnic studies, history, human development, law, human services, nursing, nutrition, psychology, public health, social welfare, sociology, welfare, women's studies.

5. **APPLICANTS WISHING TO USE THEIR EDUCATION TO QUALIFY MUST SUBMIT THIS CLASS COURSE LISTING. ONLY ENTER THE COURSEWORK REQUIRED TO MEET THE MINIMUM QUALIFICATIONS AS STATED IN THE JOB ANNOUNCEMENT.** (College transcripts **MAY NOT** be substituted for this form.)

Attaching a resume does not substitute for a completed application.

List the following for **EACH COLLEGE COURSE**:

1. Subject
2. Course #
3. Course Title
4. Total # Units
5. Units of Measure (Semester or Quarter)
6. Name of College

Applicants who completed their education outside of the United States must submit verification of degree and/or course equivalency with the application. 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 attach all pertinent documents before submitting the application.

* Required Question