

**CPS HR CONSULTING**  
invites applications for the position of:



## Employment & Training Worker I\*

**SALARY:** \$16.96 - \$20.61 Hourly  
**DEPARTMENT:** Glenn County Health and Human Services Agency  
**OPENING DATE:** 03/07/19  
**CLOSING DATE:** 03/20/19 11:59 PM  
**TENTATIVE WRITTEN EXAM DATE:** 04/06/2019

**TENTATIVE ORAL EXAM DATE - WEEK OF:** 04/29/2019

**POSITION INFORMATION:**

Provides employability services to eligible applicants of local social service agencies; applies program regulations and procedures; assesses employment potential and barriers that interfere with securing employment; identifies needs for social and health services and makes referrals; collaborates with partner agencies and employers; uses an automated system to maintain and monitor participants' records and generate reports; may determine the eligibility of applicants and recipients for public assistance programs through interactive interviewing and fact gathering; and performs related work as required.

Working under close supervision, the Employment & Training Worker I is the entry/trainee level in the Employment & Training Worker series. Employees in this class receive in-service training in the performance of routine duties related to the provision of employment services. As requisite skills and knowledge are developed, greater independence and the full scope of responsibility are exercised. Employees are expected to promote to the Employment & Training Worker II after one year of satisfactory performance at the trainee level.

**MINIMUM QUALIFICATIONS:**

One (1) year of full-time experience as an Eligibility Worker II or Social Worker I.

**OR**

Six (6) months of full-time experience as an Eligibility Worker II; **AND** completion of 15 semester (22.5 quarter) college units in career planning, vocational guidance principles, personality development, occupational testing and measurement, or counseling preparation.

**OR**

Eighteen months of full-time experience providing case management, vocational guidance, employment counseling or employment placement services; **AND** completion of 15 semester (22.5 quarter) college units in career planning, vocational guidance principles, personality development, occupational testing or counseling preparation.

**OR**

Two (2) years of full-time experience providing case management, vocational guidance, employment counseling or placement services;

**OR**

Graduation from an accredited four year college or university.

**NOTE: 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.**

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.

## **SUPPLEMENTAL INFORMATION:**

### **ADDITIONAL INFORMATION**

- 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 bilingual proficiency examination administered by CPS HR Consulting.
- 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.
- Position may require pre-employment drug testing, physical examination, and fingerprinting for a background investigation.
- Government agencies accessing US government information, which includes 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. State 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 Glenn County Health and Human Services Agency, and with the approval of Merit System Services, qualified candidates certified to the eligible list established by this exam may be appointed to the Employment and Training Worker II level if the appointee meets the Employment and Training Worker II minimum requirements. Salary for the II level is \$18.75 - \$22.79.

### **VETERANS PREFERENCE**

If you would like to request Veteran's preference points as part of the application packet, please attach a copy of your DD-214 to your application.

### **EXAMINATION INFORMATION**

If supplemental questions are included as a part of this job bulletin, applicants may be rated based upon their responses to the supplemental questions. If rated, only those that are determined to be highly qualified will be invited to participate in the next step of the selection process.

### **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](mailto:mss@cpsshr.us) or 916-471-3507 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.

### **ABOUT GLENN COUNTY**

Glenn County is located in the United States about half way between Sacramento and Redding in Northern California. Glenn County is primarily an agricultural community with mountains on the west, the Interstate 5 corridor taking you through rich farm land, and the Sacramento River bounding the east side of the County. With over 1,188 farms, agriculture remains the primary source of Glenn County's economy. Major commodities include rice, almonds, milk products, prunes and livestock. Glenn County was incorporated on March 5, 1891. The County seat, Willows, was created March 11, 1891. Glenn County was developed out of the northern portion of Colusa County and was named for Dr. Hugh J. Glenn, who was the largest wheat farmer in the state during his lifetime, and a man of great prominence in political and commercial life in California. Glenn County has a population of 28,122.

---

APPLICATIONS MAY BE FILED ONLINE AT:  
<https://www.governmentjobs.com/careers/cpshr>

Position #MSS00541  
EMPLOYMENT & TRAINING WORKER I\*  
ES

2450 Del Paso Road  
Suite 220  
Sacramento, CA 95834  
(916) 471-3507

[recruitmentsolutions@cpshr.us](mailto:recruitmentsolutions@cpshr.us)

---

## Employment & Training Worker I\* 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](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 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. Some patterns of the minimum qualifications for Employment and Training Worker I require successful completion of 15 semester (22.5 quarter) college units in career planning, vocational guidance principles, personality development, occupational testing and measurement counseling preparation.

**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.)

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](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 attach all pertinent documents before submitting the application.

\* Required Question