



IN ASSOCIATION WITH
CPS HR CONSULTING

CPS HR CONSULTING
invites applications for the position of:

Social Worker I - County Promotional*

SALARY: \$20.51 - \$24.94 Hourly
DEPARTMENT: Glenn County Health and Human Services Agency
OPENING DATE: 09/09/19
CLOSING DATE: 09/13/19 11:59 PM
TENTATIVE WRITTEN EXAM DATE: 09/28/2019

TENTATIVE ORAL EXAM DATE - WEEK OF: 10/21/2019

POSITION INFORMATION:

Performs basic social services casework; identifies client needs for more intensive casework services and provides referrals; carries a caseload of moderately difficult cases; manages a caseload of increasingly difficult cases; and performs other related work as assigned.

Working under close supervision, Social Worker I is the entry/trainee class in the professional Social Worker series. Employees in this class are learning casework methods, procedures, policies and carry a limited non-complex social services caseload under close supervision and receive in-service training; are given close and constant supervision while learning social work principles, social service programs, basic case work methods and techniques, and departmental rules, regulations and procedures. Typical assignments are within child welfare and adult services programs; however, at the agency's discretion positions may be assigned to employment services to perform social services case work for employment services clients as required by department needs. As requisite skill and knowledge is developed, greater independence and the full scope of responsibility is exercised. Unless a position is permanently allocated to the Social Worker I level due to the nature of the work, employees are expected to advance to the Social Worker II after one year of satisfactory performance at the trainee level.

SUPERVISION EXERCISED AND RECEIVED

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

MINIMUM QUALIFICATIONS:

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 Worker 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.

****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.**

PLEASE 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.

For more information regarding the job of a Social Worker, you are invited to watch this job preview at: <https://www.youtube.com/watch?v=WAAquTM94GA&feature=youtu.be>

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 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 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.
- ***This recruitment is only open to current probationary or permanent employees of Glenn County. Please note: Extra-help, limited-term, and/or temporary staff are not considered probationary or permanent employees.**

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, life events (i.e. weddings, funerals, graduations, etc.), or for religious reasons. If you require such arrangements, please contact CPS HR Consulting at recruitmentsolutions@cpshr.us or 916-471-3507 a minimum of five business days prior to the scheduled examination date. Documentation may be required.

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/mss>

Position #MSS00927
 SOCIAL WORKER I - COUNTY PROMOTIONAL*
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CPS HR Consulting
 2450 Del Paso Road, Suite 160
 Sacramento, CA 95834
 (916) 471-3507

mssprogram@calhr.ca.gov

Social Worker I - County Promotional* Supplemental Questionnaire*** 1. ***PLEASE READ THIS QUESTION CAREFULLY*****

This recruitment is only open to current probationary or permanent employees of the County for which you are applying. Answering **NO** to this question means you are not qualified to continue in the recruitment process. If your answer is **NO** please do not submit this application.

Are you a current probationary or permanent employee of the **COUNTY** for which you are applying? Please note: Extra-help, limited-term, and/or temporary staff are not considered probationary or permanent employees.

- Yes
 No

*** 2. Are you in (or were in) the CalSWEC or title IVE stipend program?**

- Yes
 No

*** 3. 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. 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

4. 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

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

6. One pattern of the 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, human services, law, nursing, nutrition, psychology, public health, social welfare, sociology, welfare, women's studies.

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

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* Required Question