

How To Apply

Applicants must submit a completed MSS application. Applicants are encouraged to apply online by logging onto www.mss.ca.gov and following the instructions. Applicants without Internet access can obtain an application packet by contacting MSS, the Merced County Human Services Agency administrative offices, or the County Personnel Department. **Application documents must be mailed to the address below and received by close of business on the application deadline. POSTMARKS ARE NOT ACCEPTED.**

Merit System Services
241 Lathrop Way
Sacramento, CA 95815

Application materials will be evaluated to identify applicants with the most relevant education and experience:

Oral Examination

Tentatively scheduled for the week of April 12, 2010

The existing eligible list will be merged upon completion of this examination.

Merit System Services, a division of CPS Human Resource Services, is under contract with the California State Personnel Board to provide comprehensive personnel related services to California county social services departments.



MERIT SYSTEM SERVICES
INVITES APPLICATIONS FOR

Supervising Social Worker



Merced County
Human Services Agency

Monthly Salary: \$5,228—\$6,360

Location:
Merced, Los Banos, and Livingston, California

Application Deadline:
March 26, 2010

The Position:

Under general direction, the Supervising Social Worker plans, organizes, and directs the work of social service staff providing the most advanced social services. Examples of duties include: planning, assigning, directing, and reviewing the work of employees providing the most advanced or complex casework such as adoptions and protective services; assisting in the development of community resources for all programs; assisting and participating in the development of in-service training and staff development programs; evaluating the effectiveness of policies and procedures; representing the agency at conferences and addressing community groups; evaluating the performance of personnel and taking or recommending appropriate courses of action; directing research studies and preparing reports as needed; and performing other duties as required.

Minimum Qualifications:

While the following requirements outline the minimum qualifications, the department reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Meeting the minimum qualifications does not guarantee an invitation to the test.

Option I

Two (2) years post master's degree experience performing duties comparable to those of a Social Worker IV-A or a Social Worker IV-B in Merced County;

Option II

Four (4) years experience performing duties comparable to those of a Social Worker III in Merced County and one (1) year post master's degree experience performing duties comparable to those of a Social Worker IV-A or IV-B in Merced County;

Option III

Six (6) years experience performing duties comparable to those of a Social Worker III in Merced County;

And (for all options)

Master's degree in social work or master's degree from a two (2) year counseling program.

Desirable Qualifications:

Incumbents must be able to balance the structure of regulations and the fluidity of a Human services environment in an innovative way. Merced County is shifting to an integrated services environment that will allow us to transform and initiate a new approach to current conditions in order to create a new reality that makes a positive impact on our community.

Additional Information:

License: A valid driver's license may be required at the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

Foreign Education: Applicants who completed their education outside of the United States must submit verification of degree equivalency along with their application. You may contact Education Records Evaluation Service, Inc. (916) 921-0790 or visit their website at www.eres.com for information on equivalency. Additional organizations that provide foreign education credential evaluation services can be found at www.naces.org. MSS will accept verification of degree equivalency from any of the listed member agencies.

Some positions in this classification will be subject to criminal history background checks pursuant to the Human Resources Rules and Regulations, SECTION 2, B.

Supplemental Questions

Your responses to this supplemental questionnaire are an integral part of your examination. Your responses will be reviewed and evaluated based on the job requirements. Applicants with the most relevant experience will be invited to the interview. Your responses may be considered as part of the Oral Examination. It is important that your responses be as complete and detailed as possible. Please write your responses on 8 ½ X 11 paper, reference your responses to the appropriate questions, and attach them to this cover sheet.

FAILURE TO RESPOND TO THIS SUPPLEMENTAL QUESTIONNAIRE AND SUBMIT YOUR RESPONSES TO MERIT SYSTEM SERVICES BY THE APPLICATION DEADLINE WILL ELIMINATE YOU FROM THE EXAMINATION.

1. Please describe your educational qualifications and relevant coursework that have prepared you for this challenging position.
2. Please describe your experience in developing and maintaining cooperative relationships with community groups and resource agencies and in representing an agency or department at conferences or to community groups.
3. Please discuss your range of responsibilities while employed in a supervisory position (if applicable). Include the name of the organization, your title, and your experience in selecting, training, evaluating, and disciplining subordinate staff.

