

### How to Apply

Applicants with internet access are encouraged to apply on line. Log onto <http://www.mss.ca.gov> and apply as instructed. Applicants who do not have internet access must complete and submit a separate MSS application form (IMS-9) and supplemental questionnaire.

#### Oral Examination:

Tentatively scheduled for the week of  
March 8, 2010

Application materials must be mailed to the following address by the application deadline. **Postmarks are not accepted.**

Merit System Services  
241 Lathrop Way  
Sacramento, CA 95815

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 department.

Applications and additional copies of this announcement may be obtained by telephoning Merit System Services at (916) 263-3614; or you can visit our web site at [www.mss.ca.gov](http://www.mss.ca.gov)

#### Additional Information

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.

**EQUAL OPPORTUNITY EMPLOYER**

## Merit System Services Invites Applications for

*Social Worker Supervisor I*  
*Social Worker Supervisor II*



Sierra County  
Department of Social Services  
Monthly Salary:

Social Worker Supervisor I: \$3,770 - \$4,582

Social Worker Supervisor II: \$4,251 - \$5,167

Job Location: Loyalton, CA

**Application Deadline: February 19, 2010**

## Sierra County Human Services

Sierra County Human Services is the umbrella agency for Social Services, Public Health, Mental Health, Drug & Alcohol, and Environmental Health. Working closely with other county agencies, schools and non-profits, Sierra County Human Services is in the process of an exciting change. The goal of the agency is to transform traditional service delivery into a fully integrated program utilizing evidence based and promising practices.

### Why work in Sierra County?

Sierra County is the home of stunning valley vistas and breathtaking lake and mountain scenery. The area was established during the gold rush and maintains much of its rich history.

Outdoor recreation enthusiasts and nature lovers will find a haven in Sierra County. The Pacific Crest Trail transverses the Lakes Basin, and the world famous Downieville downhill mountain biking trail offers epic single track riding. Trout fishing, hiking, biking and kayaking are favorite summer activities, while winter sports include cross country skiing, snowshoeing and snowmobiling.

Living and working in Sierra County offers other benefits as well: No traffic or traffic jams, and not even one traffic light in the county. Parking meters do not exist, and ample parking does. The air is fresh and clean, and the friendly small town atmosphere is a great place for families of all sizes and ages.

Sierra County offers a great benefit package including health, vision and dental care benefits, Employee Assistance Program, employer-paid life insurance and a generous PERS retirement package.

### Where is Sierra County?

Sierra County lies at the northern end of the Mother Lode. It is bordered by Plumas and Lassen counties to the north and west and the State of Nevada to the east. Elevations range from 1,800 feet to 8,589 feet. The county seat, Downieville, is one of the quaintest towns in the North State and is on the western side of the county. On the eastern side is Loyalton, the only incorporated city in the county, and the population center. Reno, Nevada is just 45 minutes southeast of Loyalton and Truckee is just 45 minutes to the southwest.

## Social Worker Supervisor I

**Monthly Salary: \$3,770—\$4,582**

Under general direction, the Social Worker Supervisor I plans, organizes and supervises social service and employment staff engaged in providing information and referral services, homemaker and chore services, adult protective services, in-home supportive services, home placement services, child protective services, emergency response services and/or employment services; performs other related work as assigned.

## Social Worker Supervisor II

**Monthly Salary: \$4,251—\$5,167**

Under general direction, the Social Worker Supervisor II plans, organizes and directs the work of social service staff providing the most advanced social services; and performs other related work as assigned.

### Minimum Qualifications

#### Social Worker Supervisor I:

Two (2) years of full-time experience performing duties comparable to the Social Worker II classification. (One year of graduate work in social work or counseling may substitute for one year of the required experience.) **OR** One (1) year of full-time experience performing duties comparable to the Social Worker III classification.

#### Social Worker Supervisor II:

One (1) year of full-time experience performing duties comparable to the Social Worker III or Social Worker IV classification; **AND** A Master's degree in social work **OR** a Master's degree from a two (2) year counseling program.

[Qualifying master's degrees from a two-year counseling program are those that included an internship or supervised fieldwork (minimum of 900 hours) and completion of approximately 45 semester or 67 quarter units of graduate level courses with emphasis in vocational rehabilitation, family or marriage counseling, gerontology, or a closely related field. Completion of all of the requirements for a Marriage and Family Therapy (MFT) license program may be substituted upon submission of verifying proof.]



Little Deer Lake

**SUPPLEMENTAL QUESTIONNAIRE**

**SOCIAL WORKER SUPERVISOR I/II  
SIERRA COUNTY DEPARTMENT OF SOCIAL SERVICES**

<b>Name:</b>	<b>Application Deadline: 2-19-10</b>  Send this and all application materials to:  MERIT SYSTEM SERVICES 241 Lathrop Way Sacramento, CA 95815
<b>Address:</b>	
<b>Daytime Telephone:</b>	

I am or have been a Social Worker in a California County Department of Social Services.

YES       NO

If your answer to the above question was no, please complete the rest of the questionnaire.

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 examination. Your responses may be considered as part of the Oral Examination. It is important that your responses be as complete and detailed as possible.

**FAILURE TO RESPOND TO THIS SUPPLEMENTAL QUESTIONNAIRE AND SUBMIT YOUR RESPONSES TO MERIT SYSTEM SERVICES BY THE FINAL FILING DATE WILL ELIMINATE YOU FROM THE EXAMINATION.**

The information you provide on the next page is the most important part of this questionnaire! Briefly and accurately number and describe your essential job functions in terms that anyone reviewing this form will be able to understand. Avoid abbreviated, vague, or abstract words, such as “assists,” “handles,” “keeps,” or “prepares,” unless you describe how you assist, what you prepare, etc. Be specific.

*For example:*

**DO THIS!**

- Meets with families to assess their risks initially and on an on-going basis.
- Conducts assessments of potential foster homes and families, including relative and non-relative family member homes.
- Conducts initial in-home assessments of the aged and disabled to determine if they qualify for assistance.

**DON'T DO THIS**

- Meets with families.
- Performs case management.
- Conducts in-home assessments.

**SUPPLEMENTAL QUESTIONNAIRE (Page 2)**

**SOCIAL WORKER SUPERVISOR I/II  
SIERRA COUNTY DEPARTMENT OF SOCIAL SERVICES**

<b>Name:</b>	<b>Application Deadline: 2-19-10</b>  Send this and all application material to:  MERIT SYSTEM SERVICES 241 Lathrop Way Sacramento, CA 95815
<b>Address:</b>	
<b>Daytime Telephone:</b>	

Provide a description of your social work case management experience in the following areas using the guidelines on the previous page. Please provide as much detail as possible. If an area does not apply to your previous experience, please indicate that this section is not applicable by writing N/A. Please write your responses on 8 ½ X 11 paper, reference your responses to the appropriate questions, and attach them to this cover sheet.

- a. Adoptions
- b. Family Maintenance
- c. Family Reunification
- d. Foster Care
- e. In-Home Supportive Services
- f. Independent Living Program
- g. Linkages Program
- h. Multi-Purpose Senior Services Program
- i. Protective Services
- j. Other

**SUPPLEMENTAL APPLICATION**

**SOCIAL WORKER SUPERVISOR II  
SIERRA COUNTY DEPARTMENT OF SOCIAL SERVICES**

<b>Name:</b>	<b>APPLICATION DEADLINE: 02/12/10</b>  <b>Send this and all application material to:</b>  <b>MERIT SYSTEM SERVICES</b> 241 Lathrop Way Sacramento, CA 95815
<b>Address:</b>	
<b>Phone:</b>	

<b>Do you have an MSW?</b> If yes, you do NOT need to complete the remainder of the form.	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Are you an MFT or do you have an MFT intern number?</b> If yes, please enter your MFT or MFT intern number _____  If no, please complete the remainder of the form.	<input type="checkbox"/> Yes <input type="checkbox"/> No

<b>Name of school where Master's degree was obtained</b>	
<b>Total number of units required for degree:</b>	<input type="checkbox"/> Quarter <input type="checkbox"/> Semester
<b>Have you completed a field placement or internship as part of your Master's program? (If yes, respond to the questions below.)</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No

**Please respond to the following questions by writing your narrative responses on the back of this form or on a separate sheet attached to this form:**

<b>A.</b>	<b>Where did you complete your field placement? (Identify the name, nature, and mission of the agency, i.e., public agency, private, type of clients served, et cetera.)</b>	
<b>B.</b>	<b>Was this a closely supervised placement? If yes, attach a description of the method and frequency of supervision.</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>C.</b>	<b>How was your field placement evaluated and by whom? (Name and title of person who performed your evaluation)</b>	
<b>D.</b>	<b>Length of field placement?</b>	<b>From:</b> Month ____/Year ____ <b>To:</b> Month ____/Year ____  <b>Hours per week</b> _____ <b>Total hours in this placement</b> _____
<b>E.</b>	<b>Did this placement include working with a caseload? If yes, provide a description of your responsibilities.</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>F.</b>	<b>Did this placement include family or child counseling? If yes, provide a description of your responsibilities.</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>G.</b>	<b>Did this placement involve working with child protective services or abused/neglected children? If yes, provide a description of your responsibilities.</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>H.</b>	<b>Did this placement include work with court responsibilities? If yes, provide a description of your responsibilities.</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO

<b>Candidate's Signature:</b>	<b>Date:</b>
-------------------------------	--------------