



Sonoma County Job Announcement

Social Service Worker IV - INTER-AGENCY TRANSFER

Recruitment #0912-3004-IAT

Department: Human Services
Date Opened: 12/22/2009 1:25:00 PM
Filing Deadline: Continuous
Job Type: Full Time (40 hrs/week)
Recruiter: Marina Luna
HR Tech: Kathy Williams

[Go Back](#)

[View Benefits](#)

INTRODUCTION

In order to minimize the impact of the unpaid furlough on employees, a deduction will be withheld each pay period from the date of hire through the end of the fiscal year in June 2010. Employees hired before the holiday closure will participate in the full 40 hour furlough. The 40 hour deduction will be amortized over the period between date of hire and the end of the fiscal year in June 2010.

Employees hired after the holiday closure and prior to the end of the fiscal year will accrue unpaid leave hours (MTO) on a pro-rated basis. Deduction of the accrued MTO hours will be amortized over the remaining pay periods in the fiscal year. Hours accumulated as a result of this deduction shall be used as time off prior to the use of any accumulated vacation leave, by mutual agreement of the employee and their department head or designee. MTO for part-time employees will be pro-rated, based upon their assigned FTE.

\$500.00 Signing Bonus and an additional \$500.00 Retention Bonus payable after one year (2080 hours) of service!

Sonoma County's Human Services Department is making a difference in the lives of our clients...and our employees. We are dedicated to providing quality, client-focused and cost-effective services by:

- promoting self-esteem, self-sufficiency and maximum independence for clients
- treating each individual with respect, integrity and compassion
- respecting and acknowledging diversity in individuals, families and the community

POSITION INFORMATION

Applicants who are applying for Social Service Worker IV - Inter-Agency Transfer, must currently be working as a Social Service Worker IV in another County agency. This recruitment is designed for applicants currently working in other California County Government Human Service or Social Service agencies who wish to transfer to Sonoma County. Applications from the general public will not be accepted.

Family, Youth & Children's Division (FY&C):

The **Family, Youth & Children's (FY&C) Division** is one of five divisions in the County of Sonoma's Human Services Department and has approximately 80 Social Service Worker IV's. Within the Division, child abuse investigations are sensitively conducted and integrated with longer-term supportive services for families. When children must be placed out of the home, their parents enter an intensive reunification program, incorporating community-based services, which is designed to maximize their success.

A **Social Service Worker IV** in the **FY&C Division** (Child Protective Services), provides a full range of professional social services, including: working in the Emergency Response Intake Unit, investigating Emergency Response referrals (case managing a Family Maintenance, Family Reunification or Permanency Planning caseload), working on specific projects, and having an assigned caseload that requires the development and implementation of comprehensive treatment plans designed for the protection and/or placement of children. This position requires significant writing, report preparation, and client contact documentation; along with strong time management skills, knowledge and use of organizational techniques, and the ability to work collaboratively within an agency and community setting.

This recruitment is being conducted to fill **One Full-Time** vacancy in the **Family, Youth & Children's Division** of the Human Services Department. This employment list may also be used to fill future full-time, part-time, or extra-help (temporary) vacancies as they occur during the active status of the list.

INTER-AGENCY TRANSFER PROCEDURES:

Sonoma County Civil Service Rule 6.4(c) authorizes individuals who hold permanent status in a classified service operating under a Civil Service or Merit System recognized by the California County Merit System, to be placed on a Sonoma County employment list as a freename if the criteria below are met to our satisfaction. Each of the following items must be submitted for inter-agency transfer.**

- A copy of the Classification Specification or job description of your current position.
- A letter from your supervisor stating: your current dates of most recent employment with the agency; what kind of examination process you participated in to achieve your permanent status; your employment record has been entirely satisfactory; and whether or not you would be considered for rehire by the agency.
- A copy of your most recent performance evaluation.
- A completed Sonoma County application and supplemental questionnaire.

In addition to submitting the items above, applicants for transfer must have a minimum of one year of employment in their current agency.

**** A SOCIAL SERVICE WORKER IV TRANSFER PACKET CONTAINING THE ABOVE ITEMS MUST BE SUBMITTED TO SONOMA COUNTY HUMAN RESOURCES WITHIN**

SEVEN (7) DAYS OF SUBMISSION OF YOUR APPLICATION MATERIALS.

Please identify all requested information as follows:

Social Service Worker IV (IAT) Transfer Packet

Your Full Name

Current Date

Submit your packet to: Sonoma County Human Resources Department, Attn: Lorena Wightman, Social Service Worker IV (IAT) Transfer Packet, 575 Administration Drive, #116B, Santa Rosa CA 95403.

APPLICATION SUBMISSIONS REQUIRE THE SUPPLEMENTAL QUESTIONNAIRE BE COMPLETED.

KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of: the principles and application of psychology of individual and group behavior, community services, and social work methods; social casework goals, principles and methods; the intent and appropriate application of laws, rules, regulations, policies governing operation of public social service agencies; physical and mental illness and their impact on personality.

Working knowledge of: problem solving and counseling techniques.

Considerable knowledge of: socioeconomic factors, which promote stable family life and elements which affect daily stability.

Ability to: use social work methods and evaluation; crisis intervention and therapeutic social work counseling; communicate with, relate to, a varied client group; work constructively within an agency and community setting; effectively use consultative supervision resources, services; control personal bias and apply social work ethics; keep records and prepare records.

MINIMUM QUALIFICATIONS

Education and Experience: Any combination of training and experience which would provide the opportunity to acquire the knowledge and abilities listed. Normally, this includes a Master's Degree in social work, or a Master's Degree from a two-year counseling program;

OR

Graduation from college, with a degree in social work, sociology, psychology or other behavioral science; and five years of progressively responsible experience in a public welfare agency, two of which were at the level of Social Service Worker III would provide such opportunity,

OR

Academic coursework at a college or university in social work, psychology, sociology, and other behavior sciences; and six years of progressively responsible experience in a social work agency, at least three of which were at a level of Social Service Worker III would provide such opportunity.

License: Possession of a valid driver's license at the appropriate level including special endorsements, as required by the State of California, may be required depending upon

assignment to perform the essential job functions of the position.

SELECTION PROCEDURE

APPLICATION INSTRUCTIONS: The information contained in the application and responses to the supplemental questions will be evaluated and taken into consideration throughout the employment process. Applicants should list all employers and positions held within the last ten years in the work history section of your application and be as thorough as possible when responding to the supplemental questions. You may include history beyond ten years if related to the position for which you are applying. If you held multiple positions with one employer, please list each position separately. Failure to comply with these instructions may impact your competitiveness in this process or may result in disqualification.

APPLICATION SUBMISSIONS REQUIRE THE MANDATORY SUPPLEMENTAL QUESTIONNAIRE BE COMPLETED.

The selection procedure will consist of the following examination(s):

1. An **Application & Supplemental Questionnaire Appraisal** (pass/not pass) to determine those candidates to be given further consideration in the selection process. Applicants will be evaluated for possession of the minimum qualifications required for the **Social Service Worker IV - Inter-Agency Transfer** position, and for submission of the required documents.

- A completed Sonoma County application form documenting your education, experience and employment history. List all employers and positions held within the last ten years in the work history section of your application. You may include history beyond ten years if related to the position for which you are applying. If you held multiple positions for one employer, please list each position separately. Failure to comply with these instructions may results in disqualification.
- A completed supplemental questionnaire that is designed to assist you in presenting your qualifications for this position.
- A copy of the classification specification or job description of your current position.
- A letter from your supervisor stating the following: your current dates of most recent employment with the agency, the kind of examination process you participated in to achieve your permanent status, your employment record has been satisfactory, and whether or not you would be considered for rehire by the agency.
- A copy of your most recent performance evaluation, which must show satisfactory performance as a Social Service Worker IV.
- You may submit your application, supplemental questionnaire, job specification (or job description), letter from your supervisor, and performance evaluation online, by mail, or by fax. Contact information if you mail or fax your materials is below.

Lorena Wightman
County of Sonoma Human Resources
575 Administration Drive, #116B
Santa Rosa CA 95403

2. Applicants who meet the minimum qualifications will be placed on an employment list and certified to the Human Services Department for further consideration. Failure to comply with these instructions may result in disqualification.

ADDITIONAL INFORMATION: A background investigation is required prior to employment. Candidates referred to departments for a selection interview are typically required to sign authorization and release forms enabling such an investigation. Failure to sign prescribed forms will result in the candidate not being considered further for that vacancy. Reference information will not be made available to applicants.

Additionally, a pre-employment medical examination, including a drug screening, will be required prior to employment.

Applications are accepted on-line at www.jobaps.com/sonoma. Paper applications may be submitted by person, fax (707-565-3770), email, or through the mail. All applications and appropriate supplemental information as outlined in the job bulletin must be RECEIVED by the time and date specified on the first page of this job announcement. Continuous recruitments may close without notice at any time that a sufficient number of qualified applications have been received. Applications received after the recruitment closes will not be accepted.

The County of Sonoma is committed to a policy and actively pursues a program of equal employment and non-discrimination.

MISCELLANEOUS INFORMATION

SONOMA COUNTY BENEFITS

COUNTY OF SONOMA BENEFITS: GENERAL

These are some of the excellent benefits the County offers:

GENEROUS PAID TIME OFF:

Vacation Leave: Generous vacation accrual based on years of County service

Sick Leave: No limit on accumulation

Holidays: 11 paid holidays plus 8-10 hours annual compensatory time

COMPREHENSIVE RETIREMENT:

Retirement Plan: 3% @60 general retirement tax deferred contributory system under the

County Retirement Act of 1937. Fully integrated with Social Security. 3% @50 for most law enforcement job classes
Deferred Compensation: 457 plan
Retiree medical: The County provides a reimbursement program to assist in funding health benefits upon retirement.

EXCEPTIONAL HEALTH AND WELFARE PLANS:

Insurance: Vision and employee long term disability plan paid by the County. Dental coverage and choice of three health plans with generous portions of premiums paid by the County

Cash Allowance: Effective May 2009 a cash allowance of approximately \$600/month that may be used towards health contribution accounts, deferred compensation, or as cash

Group Term Life Insurance for \$10,000 paid by the County

Textbook & Tuition reimbursement: For approved job-related training and educational course work

Tax exempt health/dependent care reimbursement program

AND MORE.....

Benefits described herein do not represent a contract and may be changed without notice.

For answers to specific questions regarding the employment process, more details about benefits or retirement, please contact Human Resources at (707) 565-2331.

Updated 12/29/08

RETURN EMPLOYMENT APPLICATIONS AND SUPPLEMENTAL DATA TO:

575 Administration Drive Suite 116B

Santa Rosa, CA 95403 (707) 565-2331

<http://www.yourpath2sonomacounty.org>



Supplemental Questionnaire

Last Name

First Name

1.*

The following questions have been designed to assist you in presenting your qualifications for this position. Your answers to these questions will be thoroughly evaluated in order to determine the most suitably qualified applicants to continue in the selection process. It is expected that you will be as complete and specific as possible. A resume may be submitted but will NOT be accepted in lieu of a completed supplemental questionnaire. Applications submitted without a completed supplemental questionnaire may not be considered for further evaluation.

Required Format for Responses

The total length of your responses to the Questionnaire must not exceed two and ½, single-spaced, typewritten pages.

Certification and Acknowledgements

By submitting your application packet, you are certifying that the following is true and correct: I am the author of the responses to the examination questions, and I am submitting an accurate representation of my abilities.

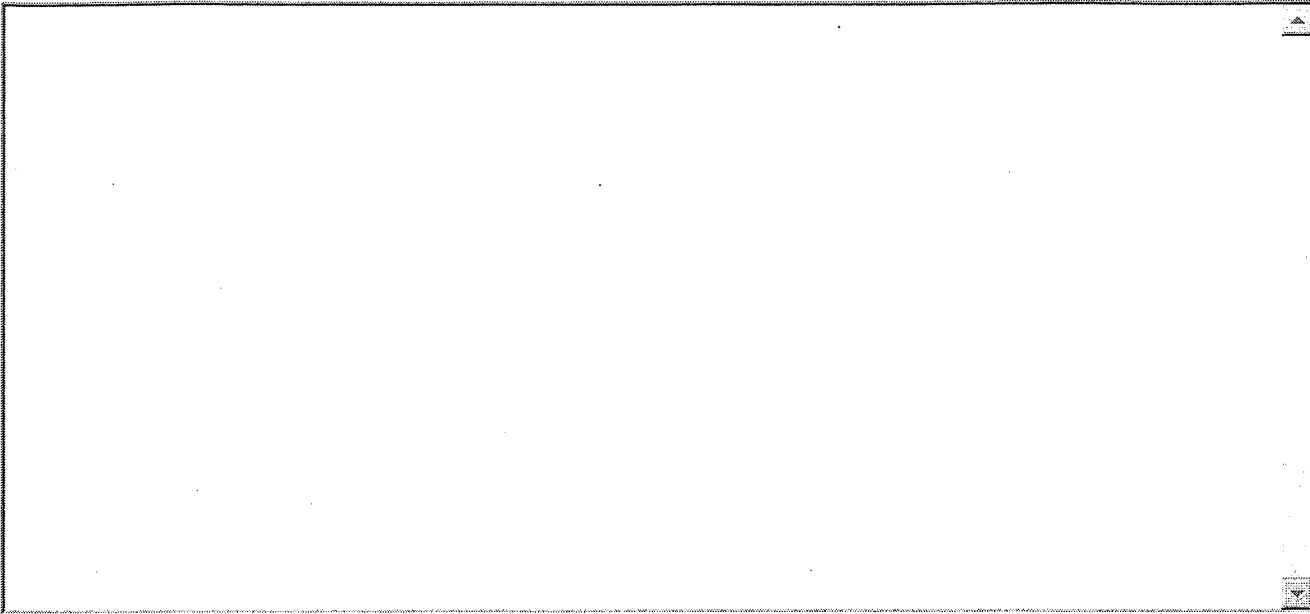
I understand that all information I have provided on all documents is subject to verification. Submitting information that is false, inaccurate, or incomplete to the extent that it misrepresents the facts may result in my disqualification, ineligibility, or separation from employment.

I understand that the documents I submit may be forwarded to department managers who are making selections from the eligible list resulting from this examination.

I have read the above instructions and information, and certify that I have complied with these instructions.

Yes No

2.* Please describe how you meet the minimum qualifications for this position. (Please see the Minimum Qualifications section in the job announcement.) Include in your response any applicable coursework, experience, and licenses/certifications you possess. *If you do not meet the minimum qualifications please respond, "N/A."*



3.* Per Civil Service Rule 6.4(c), each of the following items must be submitted to be considered for an inter-agency transfer:

- A copy of the classification specification or job description of your current position.
- A letter from your supervisor stating: your current dates of most recent employment with the agency; what kind of examination process you participated in to achieve your permanent status; your employment record has been satisfactory; and whether or not you would be considered for rehire by the agency.
- A copy of your most recent performance evaluation.
- A completed Sonoma County application and supplemental questionnaire.

In addition to submitting the items above, applicants must have a minimum of one year of employment in their current agency.

You may submit your application materials online, by mail or by fax, contact information below.

Social Service Worker IV IAT, your name & the date, Attn: Lorena Wightman, 575 Administration Drive, #116B, Santa Rosa CA 95403, Fax: (707)565-3770

Please indicate one of the following:

- The above required information is attached.
- The required material will be submitted within seven (7) days of the application submission.