

# CAREER OPPORTUNITY

## **SOCIAL WORKER III**

**MONTEREY COUNTY DEPARTMENT OF SOCIAL AND EMPLOYMENT SERVICES  
A DRUG-FREE WORKPLACE**

**Monthly Salary: \$3,717 - \$5,077**

**Application Deadline:**

**October 23, 2009**

Close of Business

**Oral Examination:**

Tentatively scheduled for the week of November 9, 2009

**Location:**

The administrative offices for the Monterey County Department of Social and Employment Services are located in Salinas, Seaside, and King City, California.

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

MONTEREY COUNTY is a DRUG-FREE WORKPLACE.

**The Position**

Under general supervision, a Social Worker III is assigned the more difficult client cases requiring journey-level skills in the area of Family and Children's Services, Aging & Adult Services, employment services or other specialized program areas. Examples of duties include: investigating & assessing alleged adult or child abuse/neglect complaints; developing & implementing service plans; providing case management services; assessing the need for in-home supportive services for aged and disabled individuals; coordinating activities with law enforcement, legal authorities, & court systems; providing client referrals to resources within the department or other community agencies; meeting with other community services agencies as necessary in order to facilitate service delivery; acting as a lead person for other workers as necessary; & other duties as required.

**Minimum Qualifications**

See reverse for minimum qualification

**Additional Information**

License: A valid driver's license may be required at the time of appointment. Employees who drive on County business to carry out job-related duties must possess a valid Driver's License for the class of vehicle driven. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

Some positions may require the ability to speak, read, and write Spanish in addition to English. Spanish bilingual applicants are encouraged to apply. Candidates for English/Spanish bilingual designated positions must take and pass the Merit System Services bilingual examination (written and oral components) prior to appointment.

This position is non-exempt from the Fair Labor Standards Act (FLSA) and is eligible for overtime pay.

All new hires will be Live Scan fingerprinted. Fingerprint clearance is a condition employment.

### **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.

### **EITHER**

One (1) year of full-time experience comparable to the Social Worker II classification.

### **OR**

Two (2) years of full-time experience as a Social Worker in a public or private agency. **and** thirty (30) college semester units, including fifteen (15) units in social welfare, social/human services, sociology, or other social or behavioral science\*.

\*Examples of social or behavioral science courses include: anthropology, criminal justice, economics, education, ethnic studies, history, human development, law, nursing, nutrition, philosophy, political science, psychology, public health, religion, social welfare, sociology, welfare, women's studies.

***SEE NEXT PAGE FOR INSTRUCTIONS ON HOW TO APPLY FOR THIS POSITION***

# Monterey County is an Equal Opportunity Employer

## HOW TO APPLY FOR THIS EXAMINATION

Applicants must submit a completed MSS application, supplemental questionnaire, and class course listing. Applicants are encouraged to apply online by logging onto [www.mss.ca.gov](http://www.mss.ca.gov) and following the instructions. Applicants without Internet access can obtain an application packet by contacting MSS, the Monterey County Department of Social and Employment Services administrative offices, or the County Personnel Department. Application documents must be mailed to the address below, **POSTMARKS ARE NOT ACCEPTED.**

### MERIT SYSTEM SERVICES

241 Lathrop Way, Sacramento, CA 95815  
(916) 263-3614

**Note:** Your application and any additional material become the property of MSS and will not be returned. Please make a copy for your file.

## THE EXAMINATION PROCESS

All completed applications will be screened against the Minimum Qualifications. Approved applications may be evaluated further to identify the most qualified applicants. When your status is determined, MSS will send you a letter via U.S. Mail informing you of such. Selected applicants will be invited to the next step of the examination process; see tentative dates on the front of this recruitment bulletin.

The examination process may include one or more of the following components: application evaluation, competitive rating of the application, and if required, a supplemental questionnaire; a written examination; job related exercise; and/or an oral examination.

## SPECIAL TESTING ARRANGEMENTS

Special testing arrangements may be made to accommodate applicants with disabilities or whose religious convictions prevent them from testing on a specific date. If you require such arrangements, it is your responsibility to contact MSS (see the phone number below) at least TWO WEEKS PRIOR to the scheduled examination date and to provide MSS with a letter of confirmation from a doctor, school, religious pastor, etc. This letter will need to be on their company letterhead. Don't forget to call or you may not be granted your special arrangement. The phone number is (916) 263-3614.

## 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](http://www.eres.com) for information on equivalency. Additional organizations that provide foreign education credential evaluation services can be found at [www.naces.org](http://www.naces.org). MSS will accept verification of degree equivalency from any of the listed member agencies.

*Nothing in this recruitment bulletin constitutes an expressed or implied contract. MSS reserves the right to make necessary modifications to the examination plan and/or schedule in accordance with Local Agency Personnel Standards.*

Bulletin Issue Date: October 14, 2009

**SUPPLEMENTAL QUESTIONNAIRE**

**SOCIAL WORKER III  
MONTEREY COUNTY DEPARTMENT OF SOCIAL & EMPLOYMENT SERVICES**

<b>Name:</b>	<b>Application Deadline: 10/23/09</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)**

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<b>Address:</b>	Send this and all application material to:
	MERIT SYSTEM SERVICES
	241 Lathrop Way
<b>Daytime Telephone:</b>	Sacramento, CA 95815

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

