CAREER OPPORTUNITY

REVISED

EMPLOYMENT & TRAINING WORKER I

MONO COUNTY DEPARTMENT OF SOCIAL SERVICES

Monthly Salary: $2,992 - $3,637

Application Deadline:
July 24, 2009
Close of Business

Written Examination:
Tentatively scheduled for
Saturday, August 8, 2009

Oral Examination:
Tentatively scheduled for the week of August 24, 2009

Location:
The administrative offices for the Mono County Department of Social Services are located in Mammoth Lakes, California.

There is no existing eligible list for this recruitment.

This examination is open to current or probationary employees of Mono County.

The Position
Working under close supervision, the Employment & Training Worker I is the entry/trainee level in the Employment & Training Worker series. An Employment & Training Worker I provides employability services to eligible applicants of local social service agencies and public assistance programs; applies program regulations and procedures; assesses employment potential and barriers that interfere with securing employment; identifies needs for social and health services and makes referrals; uses an automated system to maintain and monitor participants' records and generate reports; and performs related work as required. As requisite skills and knowledge are developed, greater independence and the full scope of responsibility are exercised. Employees are expected to promote to Employment & Training Worker II after one year of satisfactory performance at the trainee level.

Minimum Qualifications
See Reverse for minimum qualifications.

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.

MSS *Merit System Services*
HUMAN RESOURCE SERVICES FOR CALIFORNIA COUNTIES

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 Eligibility Worker II or Social Worker I.

OR

Six (6) months of full-time experience comparable to Eligibility Worker II AND completion of 15 semester (22 quarter) college units in career planning, vocational guidance principles, personality development, occupational testing and measurement, or counseling preparation.

OR

Eighteen months of full-time experience providing case management, vocational guidance, employment counseling or employment placement services; AND completion of 15 semester (22 quarter) college units in career planning, vocational guidance principles, personality development, occupational testing or counseling preparation.

OR

Two (2) years of full-time experience providing case management, vocational guidance, employment counseling or placement services;

OR

A Bachelor's degree in a behavioral science (psychology, sociology, social work, counseling, vocational guidance), education, business/public administration or a closely related field, including successful completion of 15 semester or 22 quarter college units in career planning, vocational guidance principles, personality development, occupational testing and measurement, or counseling preparation.

SEE REVERSE FOR INSTRUCTIONS ON HOW TO APPLY FOR THIS POSITION

Mono County is an Equal Opportunity Employer

HOW TO APPLY FOR THIS EXAMINATION

Applicants must submit a completed MSS application and supplemental questionnaire. 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 Mono County Department of Social Services 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
(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 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.

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 Re-Issue Date: June 24, 2009

EMPLOYMENT AND TRAINING WORKERS
CLASS COURSE LISTING

Name:	
County:	Date:

Some patterns of the minimum qualifications for Employment and Training Workers (I, II ,III, & Supervisor) require successful completion of 15 semester (22 quarter) college units in career planning, vocational guidance principles, personality development, occupational testing and measurement counseling preparation.

FAILURE TO COMPLETE THIS FORM AND SUBMIT IT WITH YOUR APPLICATION TO MERIT SYSTEM SERVICES BY THE FINAL FILING DATE WILL ELIMINATE YOU FROM THE EXAMINATION. (College transcripts MAY NOT be substituted for this form.)

Subject	Course #	Course Title	Units	Semester/ Quarter	College