



REVISED TO REFLECT A NEW APPLICATION DEADLINE AND EXAMINATION DATE.

Program Manager
Mono County
Department of Social Services

*Monthly Salary: \$6,250 - \$7,598

Application Deadline:

Friday, April 24, 2015
5:00 p.m. PST

Tentative Examination Date:

Oral Exam: Week of May 11, 2015
Examination will be held in Mono County

Location:

The resulting list will be used to fill vacancies in
Mammoth Lakes, California

The Position

Under direction, the Program Manager plans, organizes, and directs employment, eligibility, or social services programs and activities in a local public social services department or agency; and performs other duties as assigned. Some positions may have additional responsibility for administrative services units.

Additional Information

A valid driver's license may be required at the time of appointment and employees may also be required to drive their own car, provide proof of car insurance, and a DMV clearance. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

Position may require pre-employment drug testing, physical and fingerprinting for a background investigation.

The existing eligible list will be replaced upon completion of this examination. The eligible list established from this recruitment will be used to fill part-time and full-time regular, limited-term or extra-help positions as vacancies occur or the need arises.

*The Board of Supervisors has approved hiring a candidate at up to the highest salary range, depending on experience.

Mono County

Mono County, with a population of approximately 14,000, is set on the eastern slopes of California's Sierra Nevada mountain range.

The Town of Mammoth Lakes, with a population of approximately 7,093 is the most populated area of Mono County. The County Seat is located in picturesque Bridgeport located 360 miles north of LA and 182 miles SE of Sacramento.

Mono County is a rare environment of natural contrasts: soaring granite peaks and spacious desert vistas, quiet lakes, bubbling hot springs and cold mountain streams, winter snows and sunny summer skies. The County offers numerous recreational opportunities for the outdoor enthusiast.

Minimum Qualifications

While the following requirements outline the minimum qualifications, only applicants who demonstrate the best qualifications match for the job will be selected to continue in the recruitment process. Applicants must meet the minimum qualifications by the application deadline.

EITHER

Pattern 1: One (1) year of experience performing duties comparable to a Social Worker Supervisor I or II, Eligibility Supervisor, Employment and Training Worker Supervisor, or supervisory experience in administrative and staff services work in areas such as personnel, administrative analysis, accounting, auditing, budgeting, or data processing in a public social services agency.

OR

Pattern 2: A graduate degree in public administration or business administration or a Master's Degree in Social Work or a Master's Degree from a two year counseling program

AND

One (1) year of journey-level experience in employment, eligibility, social service work, or administrative and staff services work in areas such as personnel, administrative analysis, accounting, auditing, budgeting, or data processing in a public social services agency.

AND

One (1) year of general supervisory experience.

KNOWLEDGE AND ABILITIES

The following may be tested in the examination:

Knowledge of:

- Program development, administration, and service delivery related to the program or programs in the area of responsibility, which may include employment services, eligibility, and/or social services
- Current management and leadership techniques, performance appraisal methods, and public administration
- Knowledge of planning and scheduling techniques to ensure that timelines and schedules are established appropriately, modified as needed, and adhered to
- Knowledge of budgeting principles in order to develop, manage, and/or track budgets, budget allocations, and expenditures
- Public and private community resources

Ability to:

- Establish and maintain cooperative working relationships with internal management and staff, and with a variety of external stakeholders
- Identify, analyze, and evaluate situations or problems to determine appropriate courses of action
- Analyze laws, regulations, and policies to ensure all programs and activities are in compliance
- Apply knowledge of laws, regulations, and policies to decision making and problem solving to identify solutions and courses of action that are most appropriate or compliant
- Be flexible in adapting to changes in priorities or resources that impact pre-established timelines and courses of action
- Maintain awareness of the functioning and status of multiple work groups or program areas simultaneously
- Delegate work assignments and appropriate level of responsibility to employees in order to ensure the completion of work assignments and projects
- Read and understand complex written materials, such as laws, proposed legislation, policies, reports, etc., in order to interpret, explain, and apply
- Use a personal computer to input data, access information, and create materials and documents using a variety of software applications
- Communicate verbally, in person or by telephone, clearly and concisely with a variety of audiences on a variety of matters
- Write to ensure effective and clear communication and proper composition of reports, correspondence, email, and other written communication
- Review and edit documents written by others to ensure proper format, sentence structure, grammar, and punctuation

EXAMINATION INFORMATION

MSS reserves the right to revise the examination plan if the circumstances under which this examination was planned change. The examination process may include one or more of the following components: application evaluation, computer skills assessment, supplemental questionnaire, written examination, job related exercise, and/or a structured oral examination. Candidates will be notified of any changes to the examination plan as posted on this job bulletin.

The examination component consists of:

ORAL EXAMINATION

This examination will be weighted: 100%

Categories tested may include:

- Analytical
- Budget
- Communication (Oral and Written)
- Computer Knowledge
- Education, Experience and Training
- Interpersonal Relations
- Job Related Knowledge and Skills
- Planning/Organizational Skills
- Program Knowledge
- Supervision
- Training/Staff Development

HOW TO APPLY FOR THIS EXAMINATION

Applicants must submit a completed MSS application, including any of the additional documents/materials indicated. Additional documents/materials are included in the online application. Apply online by logging onto www.mss.ca.gov and following the instructions.

It is recommended that you apply via the online application system. Applicants without Internet access may fax a paper application to (916) 648-1211 or mail to the address below. Faxed or mailed applications will ONLY be accepted on the dates/times indicated on the front of this job bulletin. Faxing or mailing your application does not guarantee that your application will be among those approved. POSTMARKS ARE NOT ACCEPTED.

Application packets may be obtained by contacting MSS, or the Social Services, Child Support, or HR Department in the county.

MERIT SYSTEM SERVICES

241 Lathrop Way, Sacramento, CA 95815

Website: www.mss.ca.gov

Email: mss@cpsshr.us

Phone: (916) 263-3614

Note: Your application and any additional material become the property of MSS. **Please make a copy for your file.**

This job bulletin will not be available online after the application deadline. Please print a copy for your records.

FOREIGN EDUCATION

Applicants who completed their education outside of the United States must submit verification of degree and/or course equivalency by the application deadline. Organizations that provide foreign education credential evaluation services can be found at www.naces.org. MSS will accept verification of degree and/or course equivalency from any of the listed member agencies. You must fax all pertinent documents to MSS at 916-648-1211 or email them to mss@cpsshr.us prior to the application deadline.

EXAMINATION NOTIFICATION

MSS will send you an email informing you of your status once it has been determined. Candidates who apply via a paper application and do not supply us with an email address will receive all recruitment notification via United States Postal Service. Selected applicants will be invited to the next step of the examination process. If you have not received notice at least two (2) working days prior to the tentative test date, please contact Merit System Services at mss@cpsshr.us.

Some positions require that all approved candidates take and pass an oral examination to continue in the recruitment process. If this job bulletin states that there will be an oral exam for this position please note the following: Prior to being scheduled for the oral examination, you will receive an email from Merit System Services, mss@cpsshr.us, asking you to confirm your interest in the position and your availability to attend the exam on a specific date. If you do not reply to the e-mail sent to you by the specified deadline or you are not available on the specified exam date, you will not be scheduled for the oral exam.

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 at mss@cpsshr.us within five (5) days of the date on your letter/email notifying you that you have been invited to move forward in the exam process.

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.

**SUPPLEMENTAL EDUCATION FORM
PROGRAM MANAGER
Mono County Department of Social Services
APPLICATION DEADLINE: Friday, April 24, 2015**

Name: _____ Date: _____

Minimum qualification for Pattern "2" requires a graduate degree in public administration or business administration or a Master's Degree in Social Work or a Master's Degree from a two year counseling program. **IF YOU WISH TO HAVE YOUR APPLICATION EVALUATED BASED ON THE MINIMUM QUALIFICATION PATTERN "2", THIS FORM MUST BE SUBMITTED WITH THE APPLICATION. FOR APPLICANTS WHO APPLY ONLINE, THE QUESTIONS WILL BE AVAILABLE IN THE SUPPLEMENTAL SECTION OF THE ONLINE APPLICATION.**

<p>Do you have a Master's degree in public administration, business administration, Social Work, or a two year counseling degree from an accredited college or university in the United States or Canada?</p> <p>If yes, you do NOT need to complete the remainder of the form. If no, please complete the remainder of this form.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>Are you an MFT or do you have an MFT intern number?</p> <ul style="list-style-type: none"> • 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 Intern # _____
<p>Name of school where Master's degree was obtained: _____</p> <p>Total number of units required for degree: _____ <input type="checkbox"/> Quarter <input type="checkbox"/> Semester</p> <p>Have you completed a field placement or internship as part of your Master's program? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>(If yes, respond to the questions below.)</p>	

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:

A.	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.	Was this a closely supervised placement? If yes, attach a description of the method and frequency of supervision. <input type="checkbox"/> Yes <input type="checkbox"/> No
C.	How was your field placement evaluated and by whom? (Name and title of person who performed your evaluation)
D.	Length of field placement? From: Month _____/Year _____ Hours per week: _____ To: Month _____/Year _____ Total hours in this placement: _____
E.	Did this placement include working with a caseload? If yes, provide a description of your responsibilities. <input type="checkbox"/> Yes <input type="checkbox"/> No
F.	Did this placement include family or child counseling? If yes, provide a description of your responsibilities. <input type="checkbox"/> Yes <input type="checkbox"/> No
G.	Did this placement involve working with child protective services or abused/neglected children? If yes, provide a description of your responsibilities. <input type="checkbox"/> Yes <input type="checkbox"/> No
H.	Did this placement include work with court responsibilities? If yes, provide a description of your responsibilities. <input type="checkbox"/> Yes <input type="checkbox"/> No