



CONTRA COSTA COUNTY

HUMAN RESOURCES DEPARTMENT

651 Pine Street, 2nd Floor • Martinez, CA 94553
24-hour Job Hotline (925) 335 - 1700 • TTY or TDD (800) 735 - 2929
www.cccounty.us/hr

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FINAL FILING DATE: July 3, 2015

ORAL INTERVIEW: To Be Announced

EXTENDED

SOCIAL WORK SUPERVISOR II

Monthly Salary Range \$6,082 - \$7,392

3% COLA effective July 1, 2015

THE POSITION

The Contra Costa County Employment and Human Services Department (EHSD) is recruiting to fill three (3) full-time, permanent Social Work Supervisor II vacancies in the Children and Family Services Bureau and one (1) vacancy in the Aging and Adult Bureau.

Social Work Supervisor II's assign and direct the work of a unit of social workers and technical support staff who are engaged in providing social casework services such as: complex adult protective services cases; conservatorship; adoptions; care management for frail elders and adults with disabilities; foster home and institutional placements; and children's protective services. They also conduct individual and group conferences with subordinate staff and advise them on departmental policies and procedures. In addition, they plan, develop, and implement induction and in-service programs; plan and modify the content of staff training programs; and ensure compliance with State mandate, programs, policies, and procedures.

The eligible list established from this recruitment will remain in effect for a period of twelve (12) months.

MINIMUM QUALIFICATIONS

License Required: Candidates must possess a valid California Motor Vehicle Operator's License. Out of state valid Motor Vehicle Operator's License will be accepted during the application process.

Education: Possession of a Master's degree from an accredited college or university with a major in 1) Social Work, 2) Gerontology, or 3) Counseling or Psychology with a specialization in Marriage, Family, and Child Counseling based on a two year program.

Experience: Three (3) years of full-time (or the equivalent of full-time) complex and specialized social casework experience in a public or private human services agency equivalent to a Contra Costa County Social Casework Specialist II or the assessment of risk to children or adults and participation in Juvenile or Superior Court proceedings.

A completed Supplement Questionnaire is required.

SELECTION PROCESS

- 1. Application Filing:** All applicants, including County employees, are to apply on-line at www.cccounty.us/hr, and submit the required information as indicated on the job announcement by the final filing date listed above. All applicants must clearly demonstrate that they meet the minimum qualifications provided on the job announcement. Resumes may not be substituted for the official County application. **Paper, faxed, or late applications WILL NOT be accepted.** To view the typical tasks, knowledge, skills, and abilities associated with this position, please visit our website to see the detailed job description. Please see additional locations to apply on the reverse side of this announcement.
- 2. Application Evaluation:** Depending on the number of applications received, an Application Evaluation Board may be convened to evaluate and select the best-qualified candidates for invitation to the next phase of the examination
- 3. Oral Interview:** An oral interview will be conducted by a Qualifications Appraisal Board in Martinez, CA. The Board will evaluate candidates in job-related areas. Candidates must receive a rating of at least 70 from a majority of the Board members to be ranked on the employment list. **(Weighted 100%)**

As part of the application process, an applicant may be required to fill out a Conviction History form. Please note that the Conviction History Form should only be submitted when requested.

The Human Resources Department may change the examination steps noted above in accordance with the Personnel Management Regulations and accepted selection practices.

OPEN ONLY: June 8, 2015 FP/ob

AN EQUAL OPPORTUNITY EMPLOYER

Exam Number: X0HA- 2015A

It is the policy of Contra Costa County to consider all applicants for employment without regard to race, color, religion (including religious dress and grooming practices), sex (including pregnancy, childbirth, breastfeeding, and related medical conditions), national origin (including language restrictions), ethnicity, age (over 40), disability (including physical or mental disabilities, HIV, and AIDS), sexual orientation, gender, gender identity, gender expression, marital status, ancestry, medical condition (including genetic characteristics, cancer, and a record or history of cancer), genetic information, military or veteran status.