

<b>Job Title</b>	Social Service Appeals Supervisor
<b>Employer/ Agency</b>	Contra Costa County
<b>Job Description</b>	The Contra Costa County Employment and Human Services Department is recruiting to fill a vacant Social Service Appeals Supervisor position. The person selected will be responsible for the day-to-day administration and supervision of the Appeals Unit located in Martinez, CA. The Appeals Supervisor directs and supervises the preparation and presentation of matters before the State Department of Social Service Administration Adjudication Bureau; supervises the Civil Rights Program for applicants and recipients of aid; and serves as a hearing officer for evidentiary hearings in the General Assistance Program. The person selected must possess excellent interpersonal communication skills since the position requires a high degree of interaction with State agencies and aid recipients who have been denied benefits. The eligible list established as a result of this recruitment may remain in effect for one (1) year.
<b>Qualifications</b>	License Required: Possession of 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 Bachelor's degree from an accredited college or university with a major in business or public administration, social or behavioral sciences, or a closely related field. Experience: Two (2) years of full-time or its equivalent experience either: 1) investigating and resolving appeals for categorical aid and services programs in a public social service agency, which must have included responsibility for conducting or acting as representative for State Hearings and evidentiary hearings; or 2) performing duties in a classification equivalent to Contra Costa County Social Service Appeals Officer. Substitution for Education: Additional qualifying experience of the type noted above may be substituted for the required education on a year-for-year basis up to a maximum of two (2) years. Substitution for Academic Major: One (1) year of additional qualifying experience noted above may be substituted for the required academic major.
<b>Salary/Hours</b>	\$71,157.84 - \$86,492.76 Annually
<b>Employer/Agency</b>	Contra Costa County
<b>City, State, Zip</b>	Contra Costa County, CA
<b>Application Method</b>	Application Filing: Applicants are encouraged to apply on-line at Contra Costa County Department of Human Resources, or, a completed Contra Costa County application, transcripts, and Supplemental Questionnaire must be received or postmarked by the closing date/time listed above. Faxed applications WILL NOT be accepted. Resumes may not be substituted for the official County application. An application may be obtained by visiting our office at 651 Pine St., 2nd floor, Martinez, CA 94553, or the County Application can be received by visiting our website at the web link listed above. To view the knowledge, skills, and abilities associated with this position, please visit our website to see the detailed job description.
<b>Opening Date</b>	Immediately

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at [mswjobs@central.uh.edu](mailto:mswjobs@central.uh.edu) with the hiring details of your new job opportunity. Thank you.