



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: 10/30/2015

ORAL INTERVIEW: To Be Announced

SOCIAL WORKER II (Former Title Social Casework Specialist I) Monthly Salary Range \$5,180 - \$5,710

THE POSITION

Employment & Human Services is recruiting for journey-level Social Worker II. Social Worker II assignments are within the Aging and Adult Services Bureau and the Children and Family Services Bureau of the Employment and Human Services Department. Social Worker IIs are assigned complex and specialized caseloads which require professional skill gained through graduate studies or extensive on-the-job training, and are responsible for dealing with an individual's or family's problems which involve abuse or neglect, with the aim of preserving adequate functioning, or improving or restoring individual or family functioning, and may include preparing and submitting written court reports and recommendations, and may carry out the orders of the court. Social Worker II assigned to the Children and Family Services Bureau work in the areas of Abuse/Neglect Investigations, Case Management, Juvenile Court, Out-of-Home Placements, Family Reunification/Maintenance, Independent Living Program, Foster Home Licensing and Adoptions. Social Worker III assigned to the Adult Protective Services work on complex adult protective services cases which involve a victim and a perpetrator.

Applicants interested in Social Worker III (formerly Social Casework Specialist II) must complete and submit a separate application for Social Worker III X0VB-2015C. The eligible list established from this recruitment will remain in effect for six months and may be used to fill vacancies in Social Worker II classification (\$5,524-\$6,714).

MINIMUM QUALIFICATIONS

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 Master's degree from an accredited college or university with a major in social work, sociology, counseling or psychology, with a specialization in marriage, family and children or in a major within the social/human services field.

Substitution for Education: A Bachelor's degree from an accredited college or university with a major in psychology, sociology, social welfare or a closely related field and three (3) years of full-time or its equivalent experience as either a social caseworker in a public or private human services agency or as a Deputy Probation Officer performing juvenile investigations or supervision may be substituted for the required education.

A completed Supplemental Questionnaire is required.

NOTE: Candidates who will complete their Master's degree requirements **within the next three (3) months** are encouraged to apply. All applicants must submit official or unofficial transcripts verifying coursework for Bachelor's Degree and a completed Supplemental Questionnaire at the time of applying. Applicants who completed their education outside the United States must submit verification of degree/equivalency with their application.

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. Written Exam:** A written test, consisting of multiple-choice questions, will be administered to all accepted applicants. Test items may consist of the following job-related dimensions: Analytical Skills, Interviewing Principles, Written Communication and Interpersonal Skills. Candidates must obtain a rating of at least 70, which may be an adjusted score in accordance with the Personnel Management Regulations. **(Please note: Study materials are not available through Contra Costa County Human Resources Department) (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: October 19, 2015 OP/rm

Exam Number: X0WB-2015C

AN EQUAL OPPORTUNITY EMPLOYER

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.