

***Social Worker I\****  
***Full-Time and Extra-Help***  
***Children and Adult Services***

**Merced County**  
**Human Services Agency**

***Application Deadline*** Continuous  
Recruitments that note continuous under the closing date are subject to close at any time. Applications will not be accepted after a continuous recruitment is closed.

***Monthly Salary*** \$3,189 - \$3,877

***Recruitment Type*** Open to the Public, Full-Time and Extra-Help

***Tentative Examination Date***

***Written Examination*** Saturday, April 1, 2017  
*Examination will be held in Merced County*

***Work Location*** Merced, Atwater, and Los Banos, California

***Merced County is an Equal Opportunity Employer***

## **The Position**

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Working under close supervision, the Social Worker I is the entry/trainee class in the professional Social Worker series. A Social Worker I receives in-service training in social services programs and basic case study methods in order to perform elementary social services and identify needs for more intensive services; and performs other related work as assigned. As requisite skill and knowledge are developed, greater independence and the full scope of responsibility are exercised. Unless a position is permanently allocated to the Social Worker I level due to the nature of the work, employees are expected to promote to the Social Worker II after one year of satisfactory performance at the trainee level.

## Minimum Qualifications

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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.

Pattern 1: Graduation from an accredited four-year college or university;

**OR**

Pattern 2: Successful completion of thirty (30) college semester units (45 quarter units) from an accredited college or university, including fifteen (15) semester units (22.5 quarter units) in social welfare, social/human services, sociology, or other social or behavioral science\*;

**AND**

One (1) year of full-time experience in the Social Service Aide, Eligibility Worker II, Employment and Training Worker II or comparable classification; **OR** Three (3) years of full-time experience providing direct client services to disadvantaged adults or children in a private or public agency.

\*Examples of acceptable social or behavioral science courses include: anthropology, criminal justice, education, ethnic studies, history, human development, human services, law, nursing, nutrition, psychology, public health, social welfare, sociology, welfare, women's studies.

To view additional information about the typical duties, knowledge, skills and abilities for this classification, please visit our website at [https://secure1.cpshr.us/mss\\_jobs/InfoListings.aspx](https://secure1.cpshr.us/mss_jobs/InfoListings.aspx) and search for the classification title.

## Additional Information

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A valid California driver's license and DMV clearance will 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.

Applicants for positions within the Human Services Agency are subject to a criminal history background check.

\*At the discretion of Merced County Human Services Agency, and with the approval of Merit System Services, qualified candidates certified to the eligible list established by this exam may be appointed to the Social Worker II level if the appointee meets the Social Worker II minimum requirements. Salary for the II level is \$3,515 - \$4,276.

## Veteran's Preference

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If you would like to have Veteran's preference points included as part of the application packet, please submit a copy of your DD-214 form. Applicants must fax a copy of the DD-214 form to CPS

HR Consulting at 916-648-1211 by the close of business on the application deadline. The form should include the position title and county you are applying for.

PLEASE NOTE: Applicants, who receive a passing score on a written or oral examination, shall be eligible to receive credit for an additional five (5) points to be added to the final examination score. **Veteran's preference is allowed only on initial entrance into County service and shall not affect the order of eligibility on any other employment lists.**

For the purpose of this section, a veteran is one who has received an honorable discharge from active duty, and has served:

1. During one of the following wartime or equivalent periods:  
Sept. 11, 2001 to End of Operation Iraqi Freedom  
Aug. 2, 1990 to Jan. 2, 1992  
Jan. 31, 1955 to Oct. 15, 1976
2. During peacetime for which service a campaign or expeditionary medal has been authorized by the Government of the United States and where discharge was under honorable conditions. This would include Lebanon, Grenada and Southwest Asia.

A copy of the discharge form (DD-214) shall be submitted to CPS HR Consulting for each position applied for, along with an application for employment requesting such preference, on or before the final filing date specified on the job announcement. Failure to submit the required credentials (DD-214) prior to the final filing date will be deemed a waiver of credits.

## Examination Information

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The examination process may include one or more of the following components: application evaluation, computer skills assessment, secondary screening, supplemental questionnaire, written examination, writing assessment, job related exercise, and/or a structured oral examination.

The tentative dates of the examination components are listed on the first page of this job bulletin. In the event that a supplemental questionnaire is included, please note that the answers provided may be used as a secondary screening to evaluate applicants.

The exam will be weighed based on the examination components administered for this recruitment.

## Notifications

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CPS HR Consulting will send you an email informing you of your status once it has been determined. Applicants who apply via a paper application and do not provide an email address will receive all recruitment notification(s) via United States Postal Service. Applicants selected to continue in the examination process will be invited to the next step. If you have not received notice at least two (2) working days prior to the tentative test date, please contact CPS HR Consulting at [mss@cpsshr.us](mailto:mss@cpsshr.us).

Please add emails with the extension of @cpshr.us to your safe sender email list (example: mss@cpshr.us). This will help ensure that you receive all notifications. Periodically check your spam folder.

CPS HR Consulting is not responsible for emails that are not received, and examinations will not be re-scheduled as a result of emails not being received.

Some positions require that all approved applicants take and pass an oral examination to continue in the recruitment process. If this job bulletin states that there will be an oral examination for this position, please note the following: Prior to being scheduled for the oral examination, you may receive an email regarding scheduling an examination time from CPS HR Consulting, [mss@cpshr.us](mailto:mss@cpshr.us). If you do not respond to the email sent to you by the specified deadline, or you are not available on the specified examination date, you will not be scheduled for the oral examination.

## Special Testing Arrangements

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Special testing arrangements may be made to accommodate applicants for disability, military, or religious reasons. If you require such arrangements, please contact CPS HR Consulting at [mss@cpshr.us](mailto:mss@cpshr.us) or 916-263-3614 upon notification that your application has been approved. Documentation from medical, military, school, or church officials outlining the accommodation request must be received by our office a minimum of five business days prior to a scheduled examination.

## Foreign Education

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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](http://www.naces.org). CPS HR Consulting will accept verification of degree and/or course equivalency from any of the listed member agencies. You must fax all pertinent documents to CPS HR Consulting at 916-648-1211 or by email to [mss@cpshr.us](mailto:mss@cpshr.us) prior to the application deadline. Applicants who have previously submitted degree equivalency documentation must notify CPS HR Consulting.

## About Merced County

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Merced County, with a population of approximately 263,228, is located in the heart of the San Joaquin Valley, the world's most productive agricultural area, and spans from the coastal ranges to the foothills of Yosemite National Park. With such a central location, travel to the San Francisco Bay Area or the picturesque resorts of Monterey and Carmel takes about two hours. Lake Tahoe and Reno are within a four-hour drive. Residents enjoy summer temperatures averaging 95°F and winters averaging 55°F.

Merced, the County seat, has the highest population of approximately 81,102, yet retains the charm of a small town with amenities routinely found in larger communities. The University of California Merced campus provides new educational and economic opportunity, adding to the

already-established growth of the region. Merced's revitalized downtown is emerging as the entertainment center of the area.

## How to Apply

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Applicants must submit a completed online 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](http://www.mss.ca.gov) and follow the instructions.

The information you include on all recruitment and selection related documentation is an integral part of your examination and will be reviewed and evaluated based on the current job requirements. Only the education, experience, and training you list will be compared to the criteria measuring the qualifications for this job, and only applicants with the most relevant education, experience, and training will be included in each phase of the selection process. ***Therefore, it is especially important that your responses to each component of this process be as complete and detailed as possible.*** Be very careful to list all relevant education, experience, and/or training that should be taken into account for this job.

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. POSTMARKS ARE NOT ACCEPTED. Application packets may be obtained by contacting CPS HR Consulting, or the Social Services, Child Support, or Human Resources Department in the County.

**CPS HR Consulting**  
**Merit System Services Unit**  
241 Lathrop Way, Sacramento, CA 95815  
Website: [www.mss.ca.gov](http://www.mss.ca.gov)  
Email: [mss@cpshr.us](mailto:mss@cpshr.us)  
Phone: (916) 263-3614

**Note:** Your application and any additional material become the property of CPS HR Consulting.

**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.**

*Nothing in this recruitment bulletin constitutes an expressed or implied contract. CPS HR Consulting reserves the right to make necessary modifications to the examination plan and/or schedule in accordance with Local Agency Personnel Standards.*

**Bulletin Issue Date: March 9, 2017**

