



# Social Worker III-IV (CWS)

Hiring Range:  
\$4,637-\$5,101/month  
\$5,066-\$5,573/month

Official County Applications Available at: [www.co.yuba.ca.us](http://www.co.yuba.ca.us)

[View complete Class Specifications on the Human Resources & Organizational Services homepage](#)

Final Filing Deadline:

Friday, July 28, 2017 @ 5:00 PM

The County of Yuba is currently recruiting for the position of **Social Worker III-IV** in the **Child Welfare Services Division** of the Health & Human Services Department. This is a deep class, in which placement is normally determined by three requirements: level of experience, education levels attained and the complexity of the work to which assigned. This class is flexibly staffed, with incumbents being fully competent to independently perform case management service provision of a complex or sensitive nature in providing a variety of social services to County Residents; prepare detailed, complex court documents and testify in court as required. Depending upon level to which qualified and assigned, will perform case work of varying scope and complexity, and perform related work as assigned.

Examples of knowledge skills and abilities required for successful performance: Knowledge of the goals and objectives of public social services; principles, methods, and procedures for evaluation and rehabilitation of dysfunctions, and for career counseling and guidance; social service case work principles and practices, including both group and individual counseling. Skill in defining issues, performing social services research, analyzing problems, evaluating alternatives and making appropriate recommendations; monitoring/assessing performance of self, individuals, or organizations to make improvements or take corrective action. Ability to interpret and explain to the applicant, recipient or others public social service program, policies, rules and regulations; develop skill in interviewing, case recording, and interpretation and combine pieces of information to form general rules of conclusions in developing clients' service plans; apply the principles of psychology and family relationships; evaluate psychological factors in the child, adult and/or family's situation. This is a representative summary of the major duties and abilities. *Please refer to the class specifications for full description of knowledge, skills and abilities, as well as examples of duties and other qualifications required for this position.*

## EMPLOYMENT REQUIREMENTS

The minimum and preferred requirements are listed below. While the following requirements outline the minimum qualifications, Human Resources reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Meeting the minimum qualifications does not guarantee further participation in selection procedures.

**Social Worker III Minimum:** Bachelor's degree from an accredited institution in a related field (including but not limited to psychology, sociology, social work) and at least two (2) years paraprofessional case management equivalent to the County's class series of Social Worker I/II. **Preferred:** In addition to the minimum, a Bachelor's degree in Social Work and additional years of experience as previously defined.

**Social Worker IV Minimum:** Master of Social Work OR a Master's degree from a two year marriage, family and child counseling program (MFCC). A Master's degree from an accredited institution in a related field and two years professional case management experience equivalent to the County's class series of Social Worker III may substitute for the specific degree requirement. **Preferred:** In addition to the minimum, either a Master of Social Work or a Master's degree from a two-year MFCC program and additional years of professional case management experience equivalent to the County's class series of Social Worker III.

**Special Requirements:** Must successfully complete an extensive and thorough background investigation which may include Live Scan fingerprinting prior to hire; may be required to attend meetings outside of normal working hours; may work on call and respond to emergency situations during weekends, holidays and other off-hours shifts.

**Licenses and Certifications:** The ability to obtain a valid California Class C driver's license within ten (10) days of employment. DMV printout and fingerprinting required prior to hire. In accordance with the Welfare and Institutions Code Section 16206, successfully complete the CDSS core training program within one year of appointment; and subsequent CDSS core training program within two years of appointment.

**Working Conditions:** Potential exposure to contagious or infectious diseases or hazardous substances and chemicals.

## BENEFITS AND COMPENSATION

<b>MERIT INCREASE:</b>	Typically 5% each year for the first 7 years	<b>SICK LEAVE:</b>	Accrued every payroll period, up to 12 days per yr
<b>RETIREMENT:</b>	Misc. See Pension Reform Link on Human Resources Webpage for additional information.	<b>DENTAL/VISION:</b>	County pays 100% of the Basic Plan Premiums for EE only and 80% for dependent(s).
<b>VACATION:</b>	12 days for first 5 yrs with incremental increases every 5 yrs thereafter, up to 20 yrs	<b>LIFE:</b>	County provides \$50,000 in life insurance Coverage.
<b>HOLIDAYS:</b>	An average of 13 paid holidays per year, including 2 floating holidays	<b>DEFERRED COMP:</b>	Voluntary Deferred Compensation plan(s) are available
<b>HEALTH:</b>	The County pays 90% of the Basic Plan premium for employee only and 70% for employee and eligible dependent(s).	<b>EE ASST. PLAN:</b>	County paid confidential family wellness plan
		<b>UNION AFFILIATION:</b>	YCEA
		<b>FLSA STATUS:</b>	Non-Exempt

Submit Completed Official County Applications to:  
Human Resources and Organizational Services, 915 Eighth Street, Suite 113, Marysville, CA 95901

## COUNTY OF YUBA

**Yuba County** is located in the Northern Sacramento Valley, approximately 40 miles north of the State Capitol, Sacramento, and two hours away from San Francisco and Lake Tahoe. The boundaries stretch from the farms and orchards of the valley to the timberlands of the Sierras. With an estimated population of 70,000, Yuba County offers its residents the many advantages of a rural lifestyle, away from the pressures of the urban areas. The County's rivers, lakes and outdoor recreation areas provide excellent hunting, fishing, boating, and skiing opportunities.

**Statement of Commitment**—We are dedicated to providing responsive, innovative and sustainable services that enhance the quality of life and uphold the public trust and interest.

## APPLICATION/SELECTION PROCEDURES

### **TO APPLY FOR SOCIAL WORKER III-IV (CWS):**

Submit an official Yuba County employment application, **copies of valid license(s), certificate(s) and college transcripts, diploma or grade reports** to County of Yuba – Human Resources and Organizational Services, 915 Eighth Street, Suite 113, Marysville, CA 95901. Official County applications and materials are available online at [www.co.yuba.ca.us](http://www.co.yuba.ca.us) or at the Human Resources and Organizational Services Department. **Note: All diplomas or degrees must be from an accredited college or university. To obtain information regarding accreditation, refer to the US Department of Education Office of Post Secondary Education at: <http://ope.ed.gov/accreditation/search.aspx>**

### **APPLICATION SCREENING:**

To begin the hiring process, an applicant must submit a completed County application prior to the final filing deadline. Applications must be completed legibly, all questions must be answered, and the required documentation must be provided. ***Please be sure to use the current application located on the County website. Old applications cannot be accepted. All applicants will be given written notice regarding the status of their application and selection procedures. The County prefers to communicate via email, if provided, to expedite communication. It is also recommended that applicants review their SPAM mail daily as to not miss any important communication from the County.*** Please refer to the [Employment Application Instructions](#), which accompanies the County application, for additional details. Failure to provide the required documentation may result in rejection of your application.

### **Applicants must provide the following documents by the filing deadline:**

- **Yuba County Employment Application—complete & signed**
- **Supplemental Questionnaire—complete & signed**
- **Diploma and Unofficial Transcripts**
- **Copies of Certifications**

### **MINIMUM QUALIFICATIONS:**

All applicants must clearly demonstrate he/she meets the minimum qualifications, by the final filing deadline, to be considered in the selection and testing phases of the process.

### **EDUCATION AND EXPERIENCE:**

Education and experience as detailed on the employment application will be thoroughly reviewed. Please include all experience, education, and training pertinent to the knowledge, skills and abilities required for the position. This is an essential part of the process and will be used to determine further eligibility to participate in the next phase of the selection procedures.

### **SUPPLEMENTAL QUESTIONNAIRE:**

A completed supplemental questionnaire is an essential part of the examination process for this position. The responses will be reviewed for sufficient detail and will be rated according to pre-determined guidelines. Please include; 1) Places of employment; 2) pertinent dates; 3) duties performed, etc. when responding to the questions. If a job included responsibilities applicable to several questions, separate the different functions of the job to answer all the questions completely. Any experience and/or training listed **MUST** be identified on your application. Resumes, letters and other materials will not be evaluated or considered as responses to the supplemental questionnaire. The Supplemental Questionnaire may be used to identify the most highly qualified candidates that will be invited to participate in the next step of the recruitment and selection process.

### **ASSESSMENT CENTER EVALUATION: (tentatively scheduled for 08/21 and 08/22)**

The examination and selection process for this recruitment may include an Assessment Center evaluation. Applicants who have successfully completed the previous steps in the recruitment process will be invited to participate in an Assessment Center evaluation. This evaluation employs a variety of techniques in a simulation setting. Applicants must successfully complete the Assessment Center evaluation to continue to the next phase of the recruitment and selection process. The results of the Assessment Center will be used in establishing the employment eligibility list.

**TESTING ACCOMMODATION:**

If special accommodations are required at any stage of the selection process, complete the Request for Reasonable Accommodation in the Examination Process Form and provide the required documentation by the final filing deadline. The form can be obtained by accessing the link on the Human Resources and Organizational Services homepage or by contacting Human Resources.

**VETERAN'S CREDIT:**

All applicants who have successfully completed the application/selection procedures and examination process may be eligible for veteran's credit. Applicants must have served on active duty for a period of not less than 90 days in the armed forces in time of war or national emergency, or in time of peace in a campaign or expedition for service in which a medal has been authorized by the government of the United States and who has been discharged or released under honorable conditions, and widows of such persons shall be allowed credit. Military Records Form DD214 must be submitted for further review and determination of appropriate credits.

**WAIVER OF SELECTION PROCEDURES:**

When selection procedures have been publicly announced and the number of applicants meeting the minimum qualifications for the position is five or less, the Human Resources Director may, at her/his discretion; a) Waive the competition entirely and submit the names of the applicants meeting the minimum qualifications to the appointing department, b) Revise the conditions of competition to a more practical basis under the circumstances.

**EMPLOYMENT ELIGIBILITY LIST:**

An employment eligibility list is established for those applicants who successfully pass all phases of the examination process. This list will be held for a period of six (6) months and may be extended to a maximum of one (1) year from the date the list is certified. For each vacancy the top five (5) ranks on the list will be certified to the department for final selection, which will include a departmental interview.

**DEPARTMENTAL INTERVIEW: (tentatively scheduled for 9/01/17)**

The Health & Human Services department will notify the applicant of the date and time of his/her interview. The applicant will be asked a series of questions about his/herself and his/her related experience, education and training that exhibit the knowledge, skills and abilities essential to the job. The applicant may also be asked questions about hypothetical situations to test his/her ability to make decisions and use sound judgment and common sense.

**CONDITION OF EMPLOYMENT**

All appointments to a position are contingent upon successful completion of the following items:

**BACKGROUND INVESTIGATION:**

Selected applicant(s) must undergo a background investigation. Certain positions are required to undergo fingerprinting for the purposes of criminal history information. Background investigations may include verification of education, professional licenses and/or certifications, credit history, driving history, previous work history, personal and professional references, and records of mandated drug and alcohol testing as required for safety sensitive transportation work by Department of Transportation.

**PRE-EMPLOYMENT MEDICAL REVIEW/EXAMINATION:**

Selected applicant(s) who successfully complete the background investigation are required to complete a pre-employment medical review/examination, which may include drug screening, to assess his/her overall medical suitability for the position.

**IMMIGRATION REFORM AND CONTROL ACT OF 1986:**

Selected applicant(s) are required to submit documents verifying the applicant's identity and authorization to work in accordance with the Immigration Reform and Control Act of 1986.

**LICENSING AND CERTIFICATIONS:**

Some positions are mandated by law to possess and maintain specialized certificate(s), license(s) and/or registration(s) at the time of appointment. Certain positions are required to obtain such items within an established timeframe or be subject to dismissal.

**AGENCY SHOP:**

All new, regular employees, with the exception of supervisory position(s), shall be required to join the employee association or pay a 'Fair Share Fee' as a condition of employment.

**DISASTER SERVICE WORKERS:**

All Yuba County Employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.