

County of Santa Cruz

INVITES YOU TO APPLY FOR:



SENIOR EMPLOYMENT AND TRAINING SPECIALIST

Supplemental Questionnaire Required

Promotional Only

Job # 23-SH2-01

Salary: \$6,245 – 7,914 / Month

Closing Date: Friday, April 14, 2023

THE JOB: Under direction, plan, organize and supervise the work of a unit of Employment & Training Specialists, who are engaged as case managers for one or more public assistance programs. This includes training, directing, assigning prioritizing, and evaluating the work of subordinate staff. This classification may also work directly with program participants, which may include the following: assess strengths and barriers; develop individualized plans; identify and refer clients for employment and training opportunities; refer clients to community partners for barrier-removal services; identify and authorize supportive services; monitor attendance and participation; and perform other work as required.

The option for remote work may be available based on the type of work and operational needs, upon successful completion of probation.

THE REQUIREMENTS: Any combination of training and experience that would provide the required knowledge and abilities is qualifying. A typical way to obtain these knowledge and abilities would be:

Two years of experience¹ in career, vocational, or employment counseling and successful completion of fifteen (15) semester units in psychology, sociology, counseling, career planning, testing and measurements or related courses. A Master's Degree in Vocational Rehabilitation, Counseling, Industrial Psychology, or a closely related field may be substituted for six months of the required experience.

OR

One year of experience equivalent to Employment and Training Specialist II in Santa Cruz County.

Special Requirements: Possession of a valid California Class C Driver's License, or the incumbent must be able to provide suitable transportation approved by the appointing authority.

Knowledge: Working knowledge of the principles of supervision, coaching, and training; interviewing and counseling techniques; career, vocational or employment counseling techniques; the fundamental

¹ Supervisory experience is highly desirable.



principles of human behavior; appropriate record keeping methods; employment and training programs and related community resources. Some Knowledge of the hiring trends and practices of private and public sector employers; common occupational titles, the usual minimum qualifications, training and/or experience required in order to secure employment in those occupations; the resources available for military veterans may be required for some positions; and principles of diversity, equity, and inclusion.

Ability to: Plan, train, assign, supervise, and evaluate subordinate staff; provide guidance to staff regarding difficult or complex client situations; effectively use data reports to help oversee the work of staff; communicate clearly and effectively in oral and written form; coordinate activities with service providers; interpret, explain, and apply complex regulations, directives and policies dealing with eligibility determination and program operation; evaluate unit operations and revise procedures and workflow as needed to improve efficiency; establish and maintain effective working relationships with subordinates, departmental staff, and others contacted in the course of work; recognize and effectively handle personnel problems with staff; prepare reports, forms, plans, and correspondence; interview persons from various backgrounds, to obtain information concerning their employment skills, work readiness needs, and occupational goals; identify and assess needs and barriers to employment and develop meaningful employability plans; implement client employment plans through referral to appropriate programs; conduct follow-up with clients, service providers and employers to monitor attendance, evaluate progress and take necessary case actions; plan and schedule work effectively; effectively utilize community agency partners; work with employers to develop employment opportunities; and determine and authorize necessary supportive services for clients.

THE EXAMINATION: Your application and supplemental questionnaire will be reviewed to determine if you have met the education, experience, training and/or licensing requirements as stated on the job announcement. If you meet these criteria and are one of the best qualified, you may be required to compete in any combination of written, oral and/or performance examinations or a competitive evaluation of training and experience as described on your application and supplemental questionnaire. You must pass all components of the examination to be placed on the eligible list. The examination may be eliminated if there are ten or fewer qualified applicants. If the eligible list is established without the administration of the announced examination, the life of the eligible list will be six months and your overall score will be based upon an evaluation of your application and supplemental questionnaire. If during those six months it is necessary to administer another examination for this job class, you will be invited to take the examination to remain on the eligible list.

HOW TO APPLY: Apply online at www.santacruzcountyjobs.com or mail/bring an application and supplemental questionnaire to: Santa Cruz County Personnel Department, 701 Ocean Street, Room 510, Santa Cruz, CA 95060. For information, call (831) 454-2600. Hearing Impaired TDD/TTY: 711. Applications will meet the final filing date if received: 1) in the Personnel Department by 5:00 p.m. on the final filing date, 2) submitted online before midnight of the final filing date.

Women, people of color and people with disabilities are encouraged to apply. If you have a disability that requires test accommodation, please call (831) 454-2600.

To comply with the 1986 Immigration Reform and Control Act, Santa Cruz County verifies that all new employees are either U.S. citizens or persons authorized to work in the U.S.

Some positions may require fingerprinting and/or background investigation.

SENIOR EMPLOYMENT AND TRAINING SPECIALIST – SUPPLEMENTAL QUESTIONNAIRE

The supplemental questions are designed specifically for this recruitment. Applications received without the required supplemental information will be screened out of the selection process. Employment experiences referred to in your response must also be included in the Employment History section of the application.

NOTE: Please answer the question(s) below as completely and thoroughly as possible, as your answer(s) may be used to assess your qualifications for movement to the next step in the recruitment process.

1. Describe your experience working as a member of a team in a work environment. Include what teamwork means to you.
2. Describe your supervisory or lead worker experience. Please include the number of people you led, their titles, functions, and the scope of your responsibilities.
3. Please describe your experience facilitating/leading meetings with clients, staff, and/or partner agencies.

EMPLOYEE BENEFITS:

ANNUAL LEAVE – 22 days first year, increasing to 37 days after 15 years of service. Available for vacation and/or sick leave.

HOLIDAYS – 14 paid holidays per year.

BEREAVEMENT LEAVE – 3 days paid in California, 5 days paid out-of-state.

MEDICAL PLAN – The County contracts with CalPERS for a variety of medical plans. For most plans, County contributions pay a majority of the premiums for employees and eligible dependents.

DENTAL PLAN – County pays for employee and eligible dependent coverage.

VISION PLAN – County pays for employee coverage. Employee may purchase eligible dependent coverage.

RETIREMENT – Pension formula 2% at age 60 or 2% at age 62 as determined based on provisions of the CA Public Employees' Pension Reform Act of 2013(PEPRA). Pension benefit determined by final average compensation of three years. County participates in Social Security.

LIFE INSURANCE – County paid \$20,000 term policy. Employee may purchase additional life insurance.

DISABILITY INSURANCE – Employees in the General Representation Unit participate in the State Disability Insurance (SDI) program. This program is funded 100% by employee payroll deductions.

DEPENDENT-CARE PLAN – Employees who make contributions for child or dependent care may elect to have their contributions made utilizing "pre-tax dollars."

H-CARE PLAN – Employees who pay a County medical premium may elect this pre-tax program.

HEALTH CARE FLEXIBLE SPENDING ALLOWANCE (HCFSA) – Employees may elect this pre-tax program to cover qualifying health care expenses.

DEFERRED COMPENSATION – A deferred compensation plan is available to employees.

Note: Provisions of this bulletin do not constitute an expressed or implied contract.

County of Santa Cruz

www.santacruzcountyjobs.com

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