CONTRA COSTA COUNTY

HUMAN RESOURCES DEPARTMENT

651 Pine Street, 2nd Floor • Martinez, CA 94553
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FINAL FILING DATE: January 27, 2017 **TENTATIVE ORAL INTERVIEW: February 17, 2017**

ONE STOP CAREER CENTER CASE MANAGER
Monthly Salary Range: $4,381 - $5,326
Bargaining Unit: Local 1021 - Social Services Rank & File Unit

THE POSITION

The Contra Costa County Employment & Human Services Department is offering an excellent employment opportunity to fill a One Stop Career Center Case Manager position. Assignments for these positions are located at the One Stop Career Centers in Concord, Antioch, San Pablo and Brentwood.

The One Stop Career Center Case Managers are a critical part of a team of staff from partner agencies who are involved in workforce development within Contra Costa County. Individuals assigned to these positions, under supervision, will perform program eligibility determination and multi-program employment services case management in a One Stop Career Center/America's Job Center of California (AJCC). Typical duties include conducting group orientations and workshops, providing individual case management and referrals to clients interested in individualized and training services provided through the One Stops/AJCCs, developing work experience and On-the-Job training positions, staffing the Resource Rooms, conducting outreach, representing the center at regional EastBay Works meetings, and performing related work as required.

The eligible list established from this examination may remain in effect for six (6) months.

MINIMUM QUALIFICATIONS

Licensed 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: Completion of 60 semester units or 90 quarter units at an accredited college or university which included at least 12 semester or 18 quarter units in social sciences, behavioral sciences, social welfare, business administration, human resources or a closely related field.

Experience: One year of full-time experience or its equivalent in a position with responsibility for employment services, employment program eligibility determination, job development or career advising, preferably Workforce Innovation and Opportunity Act or Welfare-to-Work grant programs.

Substitution: Additional-qualifying experience may be substituted for the required education on a year-for-year basis up to a maximum of two years.

SELECTION PROCESS

1. **Application Filing:** All applicants, including County employees, are to apply on-line at www.cccounty.us/hr, and attach 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.
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. **Oral Interview:** An oral interview will be conducted by a Qualifications Appraisal Board in Martinez, CA. The Board will evaluate candidates in job-related areas. **(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: January 16, 2017 – AM/cu **Exam Number: X7WC-2017A**

ONE STOP CAREER CENTER CASE MANAGER

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.