

Administrative Services Assistant

County Promotional

Monterey County Department of Social Services

Application Deadline Wednesday, July 26, 2017 at 5:00pm PST

Monthly Salary \$4,817 - \$6,580

Recruitment Type County Promotional, Full-Time
This recruitment is only open to current probationary or permanent employees of Monterey County. Please note: Extra-help, limited-term, and/or temporary staff are not considered probationary or permanent employees.

Tentative Examination Dates

Writing Assessment Saturday, August 12, 2017

Oral Examination Week of September 4, 2017

Examinations will be held in Monterey County

Work Location Salinas, California

Monterey County is an Equal Opportunity Employer - Minorities, veterans, and persons with disabilities are strongly encouraged to apply.

The Position

Under direction, the Administrative Services Assistant independently provides administrative services of limited scope and supports higher-level administrative staff with more complex functions. This position will provide support to the area of Community Benefits. Examples of duties include: answering staff questions on casework; preparing bulletins to alert staff of upcoming program or system changes; reviewing C-IV and MEDS system changes and preparing summaries for staff; coordinating review and completion of C-IV and MEDS lists created from system changes; reviewing, coordinating completion of and posting county responses to lists sent by state agencies; leading, participating in and/or providing support to workgroups; providing support to policy analysts for special projects as assigned; conducting analytical studies,

developing and implementing recommendations; preparing and/or reviewing a variety of reports, correspondence and documents; interpreting and applying policies and procedures; overseeing the preparation, maintenance and reporting of a variety of records, data and statistics; implementing of new processes, creating forecasts, and performing other duties as required. Some positions may have supervisory responsibilities. Working evenings and weekends may be required for some positions. Working in various geographic locations within the county may also be required for some positions; therefore, they must meet their transportation needs to fulfill job duties and requirements.

Applicants should have working knowledge of departmental business processes, the C-IV and MEDS computer systems and regulations for the CalWORKs, Cal Fresh and Medi-Cal programs. Applicants should have the skill and ability to research and respond to questions from staff regarding complex regulations, policies and/or individual case situations and to interpret, summarize and develop implementation instructions for line staff for regulatory and/or computer system changes.

Minimum Qualifications

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. The knowledge, skills and abilities may be acquired through various types of experience, education or training, typically:

Education: Equivalent to bachelor's level coursework in public administration, finance and budgeting, systems and procedures, or a related field.

AND

Experience: Two years of increasingly responsible administrative support and technical experience which included direct involvement in the provision of administrative services.

To view additional information about the typical duties, knowledge, skills and abilities for this classification, please visit the county website at

<http://www.co.monterey.ca.us/personnel/specifications.asp> and search for the classification title.

Typical Duties

- Supervises or performs analysis of needs, arranges and coordinates the provision of equipment, office space, supplies and/or other resources for departments, projects and programs.
- Prepares bid specifications and requests for proposals, evaluates and selects vendors, contractors and consultants, and manages and oversees contract performance.
- Performs or supervises budget planning, preparation and justification; revenue forecasting; development and administration of systems for fiscal control, monitoring and reporting; service fee analysis and recommendation; preparation of applications, and administration

of grant, bond, or other funding source monies; and assists line management in establishing costs and required resources for new programs, staff or services.

- Plans, organizes, assigns, and evaluates work, directly and through subordinate supervisors; counsels employees, appraises performance, prepares documentation, and recommends discipline or performance recognition; interviews and recommends or selects candidates for employment; provides for employee training and development; guides subordinate supervisors in a variety of supervisory and personnel actions.
- Represents the department within areas of expertise to other County department, external agencies and regulatory/inspection staff, the public, and a variety of committees, boards, and private organizations.
- Develops and implements departmental administrative and other systems, policies and procedures, with management review, input and approval.
- Monitors internal and external issues and current developments affecting department/division administration, evaluates alternatives, conducts analytical studies, and develops and implements recommendations.
- Prepares, directs preparation of, and/or reviews and approves a variety of reports, correspondence, and documents.
- Interprets and applies policies, procedures and contracts.
- Oversees the preparation, maintenance and reporting of a variety of records, data and statistics.

Additional Information

Employees must have and show their original Social Security Card and a valid California Driver License on first day of work. Employees who drive on County business to carry out job-related duties must possess a valid California Driver License for the class of vehicle driven. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

This position is exempt from the Fair Labor Standards Act (FLSA) and is not eligible for overtime pay.

All new hires will be subject to Live Scan Fingerprinting.

Monterey County is a Drug-Free Workplace.

The ability to speak, read, and write Spanish in addition to English would be an asset in this position, but is not required. Applicants for English/Spanish bilingual designated positions must take and pass the bilingual proficiency examination administered by CPS HR Consulting prior to appointment.

Examination Information

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

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.

Please add emails with the extension of @cpsshr.us to your safe sender email list (example: mss@cpsshr.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@cpsshr.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

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@cpsshr.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

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. 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@cpsshr.us prior to the application deadline. Applicants who have previously submitted degree equivalency documentation must notify CPS HR Consulting.

About Monterey County

Monterey County, with a population of approximately 428,826, is located on the central coast of California, approximately two hours south of San Francisco.

Salinas, the county seat, has a population of approximately 155,662.

Monterey County offers a mild, spring-like climate year-round. The County offers a wide range of scenic locals including: Monterey's picturesque bay and seaside restaurants, the Salinas Valley's hillside vineyards, Big Sur's rugged coastline and redwood groves, Pebble Beach's perfectly groomed golf courses, Salinas' renowned old-fashioned rodeo, and Carmel-by-the-Sea's elite music and art festivals.

How to Apply

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 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
Email: mss@cpsshr.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: July 20, 2017

SUPPLEMENTAL QUESTIONNAIRE

Administrative Services Assistant **Monterey County Department of Social Services** **Application Deadline: Wednesday, July 26, 2017**

Name: _____

Date: _____

Your responses to this supplemental questionnaire are an integral part of your examination, and will be reviewed and evaluated based on the job requirements. Applicants with the most relevant experience will be invited to the examination. It is important that your responses be as complete and detailed as possible. Please write your responses on separate sheets of 8 ½ X 11 paper, referenced to the appropriate questions, and attach them to this cover sheet. **FOR ONLINE APPLICANTS, THESE QUESTIONS WILL BE INCLUDED IN THE SUPPLEMENTAL SECTION OF THE APPLICATION.**

FAILURE TO RESPOND TO THIS SUPPLEMENTAL QUESTIONNAIRE AND SUBMIT YOUR RESPONSES TO MERIT SYSTEM SERVICES BY THE APPLICATION DEADLINE WILL ELIMINATE YOU FROM THE EXAMINATION PROCESS.

1. Describe your experience where you were responsible for creating, implementing, coordinating, and directing a work project, which included assigning tasks to others. Include in your response, the specific work project, and your approach or methodology for monitoring progress, meeting required deadlines and keeping your supervisor informed of project status.

For each position, include in your response:

- a. The employer;
- b. The employment dates (month and year);
- c. The number of hours worked per week;
- d. Your specific role in the work project; and
- e. The specific duties performed as related to the mentioned work project.

2. Summarize the extent of your experience and proficiency level (Basic, Intermediate, or Advanced) using computers and Microsoft Office applications, to include, but not limited to Word, Excel, PowerPoint, and/or Access.

For each position, include in your response:

- a. The employer;
- b. The employment dates (month and year);
- c. The number of hours worked per week;
- d. Your level of proficiency using computers and the applications noted above
- e. Your role and duties performed using computers and applications in the employers' noted.

3. Describe your experience planning and/or monitoring work of others; training others; and monitoring performance.

For each position, include in your response:

- a. The employer;
- b. The employment dates (month and year);
- c. The number of hours worked per week;
- d. The specific duties performed as related to your supervisory responsibilities

4. Describe your knowledge and/or experience working in or with public assistance or social service programs.

For each position, include in your response:

- a. The employer;
- b. The employment dates (month and year); and
- c. The duties that you performed.