



Monterey County Department of Social Services Management Analyst III

Monterey County Department of Social Services is seeking enthusiastic applicants, who genuinely care about the community and its members, to fill a full time Management Analyst III position in Salinas, California. Under direction, the Management Analyst III manages and provides administrative analytical staff support services for a major program or function; performs a wide variety of analytical and administrative duties of moderate to high scope and complexity; may supervise support, technical, professional and Management Analyst staff.

The Management Analyst III position provides ongoing opportunities for career advancement, training and daily satisfaction. Careers with the Department of Social Services offer the opportunity to promote the social and economic self-reliance of individuals and families served by providing essential resources and services to low-income families, veterans, vulnerable children and adults, and disabled individuals. Monterey County Department of Social Services welcomes, values and encourages diverse voices, opinions, perspectives and backgrounds to foster an environment where all viewpoints are appreciated. The Department currently has a team of approximately 874 dedicated members serving Monterey County residents.

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

To learn more about the Department of Social Services, go to: <http://mcdss.co.monterey.ca.us/>

Final Application Date: Wednesday,
May 2, 2018 at 5:00 PM PST

MINIMUM QUALIFICATIONS

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

Education: Bachelor's degree in business administration, public administration, social services, political science, education, or a related field.



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Providing Merit System Services

Education Substitution: Year for year substitution of experience performing increasingly responsible analytical and administrative support and technical experience, which included direct involvement in the provision of public and business administration.

AND

Experience: Two years of experience performing administrative analytical duties which have provided some knowledge of the designated program or function.

Experience Substitution: Postgraduate education in public or business administration or a closely related field may be substituted for the experience requirement on a year for year basis.

While the above requirements outline the minimum qualifications, applicants may be further evaluated for qualifications beyond those listed. Those applicants that are determined to be most highly qualified will be invited to participate in the next step of the selection process.

ADDITIONAL QUALIFICATIONS

- The ability to speak, read and write Spanish in addition to English would be an asset in this position, but is not required.
- Employees who drive on County business to carry out job related duties **must** possess a valid CA Driver License for the class vehicle driven.
- The Department of Social Services will conduct a thorough background and reference check process which includes a Department of Justice fingerprint check.
- Employees **must** have and show their original Social Security Card and a valid CA Driver License or CA State ID on the first day of work.
- Government agencies accessing US government information, which include federal tax information must ensure that background investigation requirements for all agency employees and contractors that have access to federal tax information are consistent to the IRS background investigation requirements for access to federal tax information. A background check may be required if the position requires access to these types of records. Background requirements consist of three components which include, fingerprinting, citizenship verification and local law enforcement checks. State agencies must conduct investigation during time of hire and ensure a reinvestigation is conducted 10 years from the date of the previous background investigation for each employee that has access to federal tax information.

SALARY RANGE

\$6,118 - \$8,357/monthly

TENTATIVE EXAM DATES

Writing Assessment: Saturday, May 19, 2018

Oral Exam: Week of June 11, 2018

EXAMINATION INFORMATION

If supplemental questions are included as a part of this job bulletin, applicants may be rated based upon their responses to the supplemental questions. If rated, only those that are determined to be highly qualified will be invited to participate in the next step of the selection process.



BENEFITS

For additional information, please visit <http://www.co.monterey.ca.us/personnel/Benefits.html#sheets>

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@cpshr.us or 916-471-3507 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.

LEARN MORE

For further information about the position click here:

<http://www.co.monterey.ca.us/personnel/documents/specifications/14C31.pdf>

For further information about the application and selection process, foreign degree equivalency, etc. click here:

<http://www.mss.ca.gov/>

ABOUT MONTEREY COUNTY

Located on California's picturesque Pacific Coast, the County of Monterey is blessed with mild weather year-round and is home to miles of beautiful beaches, spectacular mountain ranges, groves of redwoods, low-rolling foothills, and a bountiful valley. With a population exceeding 400,000, the County is proud of its vibrant citizenry, great traditions, educational opportunities, and multicultural lifestyles. Boasting such world-renowned attractions as the spectacular Big Sur Coast, 17-Mile Drive, Monterey Bay Aquarium, Cannery Row, the Steinbeck Center, the Monterey Jazz and Blues Festivals and Pebble Beach - possibly the world's most famous golf course, it's easy to see why an estimated 4.3 million visitors a year make Monterey County their destination of choice.



In addition to a thriving tourist trade, Monterey County's economy is largely based on a vigorous agricultural industry. Known as the 'salad bowl of the nation' the Salinas Valley provides fresh vegetables and salad greens to the entire country. California's 16th largest county also provides many educational opportunities for its residents including California State University at Monterey Bay, the Middlebury Institute of International Studies, the Defense Language Institute (DLI), Presidio of Monterey, and the Naval Postgraduate School (NPS). All these factors combine to make Monterey County a healthy, economically diverse region eager to foster and sustain an enriching lifestyle for its residents.

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 https://secure1.cpshr.us/mss_jobs/JobListings.aspx and click "Apply Now!" for this position. The list of supplemental questions can be viewed by clicking on this link: [Supplemental Questions](#). **Note: Your application and any additional material become the property of CPS HR Consulting. Please make a copy for your file. This bulletin will not be available online after the application deadline.**

QUESTIONS AND CONTACT

CPS HR Consulting

Merit System Services Unit

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