



Monterey County Department of Social Services Management Analyst II Family & Children's Services

Monterey County Department of Social Services (MCDSS) is seeking enthusiastic applicants, who genuinely care about the community and its members, to fill a full-time Management Analyst II position in Salinas, California. Under direction, the position performs a wide variety of analytical and administrative duties of moderate to high complexity to support Monterey County's Family and Children Services. The position will research, evaluate, and interpret state and federal legislative mandates that impact program areas; recommend and write internal departmental policies and procedures related to Continuous Quality Improvement (CQI); identify areas of attention or improvement, related to outcomes of service delivery; and supervise subordinate staff.

Additionally, the vacant position requires expertise specific to child welfare and will provide management oversight to the unit that will fulfill the role of a federally required CQI position as integrated with the California-Child and Family Services Reviews (C-CFSR). Lastly, the position will conduct analytical work and management tasks that balance internal department needs with external standards and regulations as outlined by MCDSS and are in line with the Department's annual System Improvement Plan.

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

The Management Analyst II 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.



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

Final Application Date: Wednesday, December 6, 2017 at 5:00 PM PST

CPS HR  CONSULTING

Providing Merit System Services

MINIMUM QUALIFICATIONS

The knowledge, skills and abilities may be acquired through various types of experience, education, or training. Typical ways to acquire the required knowledge, skills and abilities include:

Education:

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

AND

Experience:

Either: One year of experience performing administrative analytical duties in a position equivalent to the Monterey County classification of Management Analyst I.

OR

Four years progressively responsible experience in positions requiring administrative analysis, training, report writing and/or interpreting complex governmental regulations are examples of typical alternatives to education.

Additionally, two years of successful post-graduate experience is an example of a typical alternative to the experience requirement.

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.

SALARY RANGE

\$5,677 - \$7,754/monthly

TENTATIVE EXAM DATES

Writing Assessment: Saturday, January 20, 2018

Oral Exam: Week of February 12, 2018

BENEFITS

For additional information, please visit

<http://www.co.monterey.ca.us/personnel/Benefits.html#sheets>



LEARN MORE

For further information about the position click here: <http://www.co.monterey.ca.us/personnel/specifications.asp>

For further information about the application and selection process, foreign degree equivalency, special testing arrangements, 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

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