Merced County Human Services Agency
Family Services Representative III

Merced County Human Services Agency is seeking enthusiastic applicants to fill its Family Services Representative III positions. Under supervision, performs a variety of intake and ongoing case management tasks, utilizes automated system to conduct in-depth and analytical interactive interviewing and fact finding to authorize benefits for all public assistance programs, identifies and refers clients in need of health, social and/or employment services to other staff members or community resources, leads training activities, and performs other related duties, as assigned. This full-time position may be assigned in either Merced, Atwater, or Los Banos, California.

The Family Services Representative III position provides ongoing opportunities for career advancement, training and daily satisfaction. By collaborating with other branches under the Social Services umbrella and community partnerships, workers help strengthen families and improve the wellbeing of residents. Merced County welcomes, values, and encourages diverse voices, opinions, perspectives and backgrounds to foster an environment where all viewpoints are appreciated. The Family Services Representative III upholds the mission of the Human Services Agency to improve the well-being of our community through service and partnership. The Human Services Agency currently has a team of approximately 700 dedicated members serving Merced County residents.

Final Application Date: Continuous
Recruitments that note continuous under the closing date are subject to close at any time. Applications will not be accepted after a continuous recruitment is closed

MINIMUM QUALIFICATIONS

OPTION I

Experience: One (1) year of full-time experience equivalent to
a Family Services Representative II.

**OPTION II**

Three (3) years of full-time experience determining eligibility for public assistance programs in a public human services agency.

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 INFORMATION**

- A valid California driver’s license and DMV clearance may be required at the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.
- Applicants for positions within the Human Services Agency are subject to a criminal history background check.
- 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. 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.

**VETERANS PREFERENCE**

If you would like to have Veteran’s preference points included as part of the application packet, please submit a copy of your DD-214 form. Applicants must fax a copy of the DD-214 form to CPS HR Consulting at 916-648-1211 by the close of business on the application deadline. The form should include the position title and county you are applying for.

PLEASE NOTE: Applicants, who receive a passing score on a written or oral examination, shall be eligible to receive credit for an additional five (5) points to be added to the final examination score. Veteran’s preference is allowed only on initial entrance into County service and shall not affect the order of eligibility on any other employment lists.

For the purpose of this section, a veteran is one who has received an honorable discharge from active duty, and has served:

1. During one of the following wartime or equivalent periods:
   - Sept. 11, 2001 to End of Operation Iraqi Freedom

2. During peacetime for which service a campaign or expeditionary medal has been authorized by the Government of the United States and where discharge was under honorable conditions. This would include Lebanon, Grenada and Southwest Asia.

A copy of the discharge form (DD-214) shall be submitted to CPS HR Consulting for each position applied for, along with an application for employment requesting such preference, on or before the final filing date specified on the job announcement. Failure to submit the required credentials (DD-214) prior to the final filing date will be deemed a waiver of credits.
**SALARY RANGE**

$3,801 - $4,624/month

**BENEFITS**

- Generous vacation and sick leave plans from the first year
- 12 paid holidays, plus one optional holiday per year
- Medical, dental, vision insurance with substantial employer paid contribution

**LEARN MORE**

For further information about the position click here:
http://agency.governmentjobs.com/merced/default.cfm?action=agencyspecs

For further information about the application and selection process, foreign degree equivalency, special testing arrangements, etc. click here: www.mss.ca.gov

**ABOUT MERCED COUNTY**

Merced County is located in the northern part of the San Joaquin Valley in central California, an area earning worldwide acclaim for its rich agriculture, and spans from the coastal ranges to the foothills of Yosemite National Park. The City of Merced, the self-proclaimed Gateway to Yosemite, has a population of approximately 81,102, yet retains the charm of a small town with amenities routinely found in larger communities. Merced’s revitalized downtown is emerging as the entertainment center of the area. The County is representative of the rural heartland and Gold Rush remnants underpinning the state’s heritage. It is a peaceful, quiet, and friendly area with an abundance of beautiful bike paths, and offers choices of higher education in UC Merced and Merced College. From a political perspective, Merced County is considered to be a bellwether county, having voted for the successful presidential candidate in every election from 1972 to 2012.

**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.cphsr.us/mss_jobs/JobListings.aspx and click “Apply Now!” for this position. **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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