



NOW HIRING

- CLASS A/B Drivers.....Farmersville and Lemoore
- Outside sales Rep.....Site Services Dept.....Farmersville
- Security Guards.....Tulare and Kings County
- Outside Sales Rep.....Security.....Farmersville
- Yard Supervisor.....Porta Pottie Division.....Lemoore
- Mechanic Shop Manager.....Farmersville

For application job description go to www.aaqsinc.com.
Application and resume can be submitted by e-mail
to aaahr@aaqsinc.com



COUNTY OF FRESNO
invites applications for the position of:

CONSTITUENT RELATIONS ASSISTANT

SALARY: \$24.00 - \$30.70 Hourly

OPENING DATE: 11/21/16

CLOSING DATE: 12/20/16 04:00 PM

POSITION DESCRIPTION:

Currently, this position is part-time with potential full-time consideration.

The County of Fresno **Board of Supervisors** is offering an outstanding career opportunity to individuals focused in public service as a **Constituent Relations Assistant (Board Member Assistant)**. The Constituent Relations Assistant handles a wide range of constituent matters on behalf of the Elected Supervisor when responding to constituent inquiries and works closely with the Chief of Staff on office operations and the timely completion of district projects.

The successful candidate must be willing to work occasional evenings and weekends and should be able to assume the duties of the position by January 4, 2017. This is an at-will position, exempt from civil service provisions and serves at the discretion of the Elected Supervisor.

Responsibilities include:

- Acting as a liaison with County departments and other agencies when responding to the Supervisor on constituent inquiries; expediting responses for the Supervisor in conformance with established protocols.
- Conducting research and providing information needed for evaluation and decision-making by the Supervisor on issues that come before the Supervisor from constituents, the public, County departments and at Board meetings.
- Preparing correspondence and other necessary communication.
- Performing other duties as assigned.

PREFERRED QUALIFICATIONS:

- Bachelor's Degree;
- Political, Policy and Community experience;
- Excellent communication and writing skills;
- Highly organized and efficient; and
- Superior problem-solving skills.

HOW TO APPLY:

Qualified applicants should email a resume and a one-page cover letter detailing political, policy or community experience to district2@co.fresno.ca.us **by December 20, 2016** to be considered.

Equal Employment Opportunity Employer



The Department of Personnel Services, Employment Services Division announces the exam for:

County Veterans Service Officer

Exam # 29574-16-0

Approximate Monthly Salary: \$7,958.76 - \$9,674.40

DESCRIPTION

Under general direction, directs, manages, supervises, and coordinates the activities and operations of the County Veterans Service Office to assist veterans and/or their dependents by advising them of the rights and benefits to which they are entitled by law, and maintains relationships with veterans organizations, related agencies and other groups.

MINIMUM QUALIFICATIONS

Must be a veteran who, pursuant to Title 38 of the Code of Federal Regulations, was discharged or released under conditions other than dishonorable.

AND

Either: 1. Five years of full time paid experience providing assistance and/or advocacy in the pursuit of veteran's benefits at the Federal, State, or local level. One year of the required experience must be in a lead or supervisory role.

Or: 2a. Bachelor's degree or higher from an accredited college or university in business or public administration, administrative law, or in another human services field closely related to the intent of the class such as social work, psychology, public health, health sciences, or sociology.

AND

2b. Two years of full time paid experience providing assistance and/or advocacy in the pursuit of veteran's benefits at the Federal, State, or local level. One year of the required experience must be in a lead or supervisory role.

Note: Coursework from an accredited college, university, or career school in the fields of business or public administration, administrative law, or in another field closely related to the intent of the class such as social work, psychology, public health, health sciences, or sociology may be substituted for up to 3 year(s) of the required non-supervisory experience of pattern # 1 on the basis of 3 semester (4 quarter) units equal one month of work experience.

Filing Deadline: 5:00 PM on December 23, 2016

Please see job announcement for important testing information, including tentative test dates. This communication is a courtesy announcement only and is not meant to replace the full job announcement. Please view the official job announcement for all requirements and testing information. The full job announcement and online application is available for viewing on our website at www.saccountyjobs.net

NOW HIRING



Full-time Clerical

- Perform duties as needed, including: filing, copying, organizing data into spreadsheets and answer phones.
- Computer literate with experience in Microsoft Office and Quick Books a plus.
- Previous sales and customer services experience preferred.
- Bilingual preferred.

Apply in person at:
122 W. 7th St.
Hanford, CA 93230
Ask for Julie

**OPEN A NEW
DOOR IN YOUR
CAREER!**

CALL: (559) 230-4026



Now Recruiting for: Communications Technicians (Field Installation)

If you have an appreciation for technology and a passion to work with customers, then this is the **training** opportunity for you!

Training Begins:

January 9, 2017 @ Fresno City College

18 week training program = 14 college credits

Benefits:

- Opportunity for full-time entry level position upon completion
- Starting wage of \$14.50
- Rapid advancement opportunities
- Full training provided at no-cost

Requirements :

- Must have a valid drivers license with satisfactory driving record
- Must have a high school diploma or equivalent
- Must submit to a drug screening and background check

Make your future AWESOME!

To register call: (559) 230-4026



Fresno City College

Funded by the Fresno Regional Workforce Development Board (FRWDB). The FRWDB is an equal opportunity program. Auxiliary aids and services are available by request to individuals with disabilities.

IRS is HIRING

Seasonal work
Year-round Impact
Count on me

Seasonal and Temporary Positions in Fresno

ALL APPLICANTS MUST:

- Be U.S. Citizens, including Naturalized Citizens
- Meet minimum experience and/or education requirements

EXCELLENT BENEFITS:

- Paid Holidays
- Retirement
- Paid Training
- Public Transportation Subsidy

FOR MORE INFORMATION AND TO
APPLY ONLINE GO TO:

<http://jobs.irs.gov/careers>



Department of the Treasury Internal
Revenue Service

The IRS is an equal employment
opportunity employer



Kings County Office of Education

Tim Bowers - County Superintendent of Schools

Current Job Opportunities 11/30/2016

Job Posting	Posted	Deadline	Location	Salary Info
<u>Curriculum Consultant - Categorical Programs</u> Certificated Staff	10/25/2016	Until Filled	Hanford Kings County	\$77,748 to \$90,954 in five steps depending upon experience. Benefits include medical, dental, vision and life insurance.
<u>Early Childhood Education Consultant - Bilingual</u> Certificated Staff	11/16/2016	Until Filled	Hanford Kings County	\$41,278 to \$48, 120 in five steps depending upon education. Benefits include medical, dental, vision and life insurance.
<u>Instructional Aide Substitute for County-Wide List</u> Classified Staff	6/23/2016	Continuous	Hanford Kings County	varies by district
<u>School Psychologist</u> Certificated Staff	10/4/2016	Until Filled	Hanford Kings County	\$69,898 to \$81,771 per school year in 5 steps depending upon experience. Benefits include medical, dental, vision and life insurance. Plus stipend of \$2,000 for a School Psychologist Credential and Board Certified Behavior Analyst (BCBA) Certification.
<u>Speech-Language Pathologist</u> Certificated Staff	3/23/2016	Continuous	Hanford Kings County	\$42,526 - \$76,835 per school year based on education and experience; \$1,000 stipend for a Doctorate Degree; \$1,000 stipend for a Master's Degree; \$2,000 stipend for Speech-Language Pathologist; \$750 for ASHA CCC or \$1,500 for ASHA CCC and State Licensure.

Job Posting	Posted	Deadline	Location	Salary Info
<u>Speech-Language Pathologist I-II</u> Classified Staff	3/23/2016	Continuous	Hanford Kings County	Speech-Language Pathologist I - CA Licensure/MA Degree \$42.27 to \$53.94 per hour in six steps depending upon experience; Speech-Language Pathologist II - CA Licensure/MA Degree/ASHA CCC \$46.60 to \$59.47 per hour in six steps depending upon experience.
<u>Substitute Maintenance/Custodian</u> for County-Wide List Classified Staff	5/24/2016	Continuous	Hanford Kings County	varies by district
<u>Substitute Teacher</u> Certificated Staff	11/15/2016	Continuous	Hanford Kings County	\$95 - \$115 per day, depending on district and credential held.

Please submit your KCOE Certificated Application package to Sue Peterson in the Human Resources Department. Applications may be obtained at www.kings.k12.ca.us under Useful Links or at 1144 West Lacey Boulevard, Hanford, CA, 93230.

For additional information, please contact Sue Peterson, Human Resources Analyst, Kings County Office of Education, (559) 589-7081 or speterson@kings.k12.ca.us. You may submit your application via e-mail to speterson@kings.k12.ca.us, by postal mail or in person to the Kings County Office of Education, 1144 West Lacey Boulevard, Hanford, CA, 93230.

Non-Appropriated Fund Vacancy Announcement



DEPARTMENT OF THE NAVY
NAVAL AIR STATION
LEMOORE, CA

Announcement Number: 087-16
Date Issued: 11/22/2016
Closing Date: 12/05/2016

POSITION: MAINTENANCE WORKER, NA-4749-08
SALARY: \$13.50 HOURLY
STATUS: FULL TIME W/BENEFITS
LOCATION: UNACCOMPANIED HOUSING, NAS LEMOORE
AREA OF CONSIDERATION: NAS LEMOORE COMMUTING AREA

BRIEF DESCRIPTION OF DUTIES: Responsible for a variety of semi-skilled and unskilled tasks involving standard methods related to the operation and maintenance of facilities. Performs work in at least two or more of the following trades Plumbing, Heating, Ventilation and Air Conditioning (HVAC), Carpentry, Electrical, Painting, and Maintenance and repair of buildings and related fixtures for Unaccompanied Housing and Navy Gateway Inns & Suites. Operates vehicles to transport tools and materials to work site. Observes required safety, sanitation and hazardous waste disposal rules and regulations. **Performs other related duties as assigned.**

QUALIFICATIONS REQUIRED:

- Two years of experience that demonstrates skill in at least two areas (Carpentry, Plumbing, HVAC, Electrical, Painting).
- Knowledge in the applicable combination of trades sufficient to perform the duties of the position.
- Knowledge of safety and environmental rules and regulations.
- Possession of a valid state driver's license.
- Must be able to lift 50 pounds and over.
- Must possess basic math and reading skills.
- Must be able to communicate clearly and effectively both verbally and in writing in English.
- Must meet Federal Employment suitability requirements and successful completion of background investigation. Background Investigations are conducted using fingerprint identification and completion of background inquiry forms.

Applicants who do not meet the above requirements may not be interviewed

Due to volume of applications received, you may not be notified on non-selection.

HOW TO APPLY: Submit a NAF employment application form or resume to the CSP Department, Bldg. 737, NAS Lemoore, Ca 93246-5001 or fax to (559) 998-4892 or email LEMR.N92_MWR_HRO@navy.mil. Submitted applications and resumes will be retained for 90 days. For more information, visit our website at <http://navylifesw.com/lemoore/> Applications submitted to any CSP facility or Program Manager other than the HRO Office will not be considered. First consideration may be given to current MWR employees or non-competitive eligibles. Management reserves the right to fill the vacancy by methods other than merit staffing procedures (i.e., non-competitive placements in lieu of, or as exceptions to competitive procedures), or cancel the vacancy announcement at any time during the recruitment process. For any questions you may contact the NAF HRO office (559)998-2243.

**Participation in direct deposit upon employment is required.
We are an E-Verify participant.**

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QUALIFICATIONS REQUIRED:

- Two years of experience that demonstrates skill in at least two areas (Carpentry, Plumbing, HVAC, Electrical, Painting).
- Knowledge in the applicable combination of trades sufficient to perform the duties of the position.
- Knowledge of safety and environmental rules and regulations.
- Possession of a valid state driver's license.
- Must be able to lift 50 pounds and over.
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Dept. of the Navy NAF is **an equal employment opportunity employer**. All qualified candidates will receive consideration without regard to race, color, sex, national origin, age, disability, marital status, political affiliation, sexual orientation or any other non-merit factors.

Reasonable accommodations are provided to applicants with disabilities. If reasonable accommodation is needed for any part of the application and hiring process, please contact the number above. The decision on granting reasonable accommodations will be on a case-by-case basis. Navy Region Southwest is a drug-free workplace. The use of illegal drugs by NAF employees, whether on or off duty, cannot and will not be tolerated. Federal employees have a right to a safe and secure workplace. Sailors and their family members have a right to a reliable and productive Federal workforce.



KINGS COUNTY
 Human Resources
 Kings County Government
 Center
 Hanford, CA 93230
www.countyofkings.com

**Family Practice Nurse
 Practitioner/Physician's
 Assistant - Certified**

An Equal Opportunity Employer

SALARY

\$43.44 - \$52.99 Hourly \$3,475.20 - \$4,239.20 Biweekly \$7,529.60 - \$9,184.93 Monthly
 \$90,355.20 - \$110,219.20 Annually

OPENING DATE: 11/23/16

CLOSING DATE: 12/07/16

JOB OPPORTUNITY:

One immediate vacancy in the Health Department. Future vacancies for this position may be filled from the eligible list to be established. The expected life of the eligible list is six months and it may be extended for up to 18 months (24 months total).

This position includes a management benefit package including CalPERS retirement (click the benefits tab to determine plan/tier placement); County paid PPO insurance premium for medical, dental, vision and chiropractic insurance coverage for the employee and their eligible dependents; \$40,000 term life/accident insurance; an additional 64 hours (48 hours can be cashed out) of management leave each fiscal year; paid vacation and sick leave.

DISTINGUISHING CHARACTERISTICS

The Family Practice Nurse Practitioner/Physician's Assistant - Certified classification series is utilized in the Public Health Department to provide primary care medical services. Family Practice Nurse Practitioner /Physician's Assistant – Certified is a single position classification responsible for planning, organizing and supervising the work of professional nursing staff and auxiliary medical and support staff in several assigned public health programs. In addition to provision of the full range of primary care medical services, physical examinations and clinical case management, incumbents coordinate the care given by other medical specialists, sub-professional staff and non-county agencies.

DUTY SAMPLE

Please note: Work experience for the last 15 years must be included in the work history portion of your application. It is also important that your application show all the relevant education and experience that you possess, even if it extends beyond the required past 15 years. A resume may be attached, but is not a substitute for completing the application and supplemental questions. Failure to submit a completed application may eliminate you from the recruitment.

Duties include but are not limited to those described below. Reasonable accommodation will be made when requested and determined by the County to be appropriate under applicable law.

Plans, schedules, assigns, evaluates and directs the work of professional nursing staff, auxiliary public health staff and engaged in carrying out one or more public health programs; provides clinical services such as administration of prescribed medicine in a clinic setting; performs physical examinations; takes thorough histories and initiates appropriate diagnostic and screening tests; evaluates medical and/or emotional needs of patients; initiates and modifies selected therapy; assesses response of patients to illness and/or prescribed treatment;

coordinates individual and family health management; provides guidance, instruction, treatment and referral services to patients and families; assesses community resources and needs for health care; draws blood; gives injections; administers and reads skin tests; administers immunizations and vaccinations; performs specified laboratory procedures; supervises nurses and subordinate staff assigned to special programs; provides liaison between the Health Department and individuals and/or organizations; recommends and assists in the development, implementation and evaluation of program goals and objectives; develops and implements policies and procedures; evaluates operations and activities of assigned responsibilities; may prepare and submit grant applications; may prepare reports of grant funded operations and activities; participates in county budget preparation and develops and administers program budget; advises staff on the interpretation and application of department policies and protocols and public health laws and regulations; may assist in epidemiological investigations; gathers, prepares, maintains and evaluates statistical and case record data; provides direction to subordinate staff regarding difficult, complex or complicated cases; conducts performance evaluations; recommends discipline and implements disciplinary procedures as directed; trains and supervises aides and volunteers; prepares records and reports; maintains, inventories and orders stock for clinic; orders, maintains and reports on biologics used in clinics; may make home and/or school visits; may coordinate clinic activities; attends meetings, workshops and seminars; participates in and may conduct in-service training; performs other duties as required by special programs; may function as program manager.

MINIMUM QUALIFICATIONS **MINIMUM REQUIREMENTS MUST BE MET BY THE CLOSING DATE**

Any combination of education and experience that would likely provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required knowledge, skills and abilities would be:

Licenses:

For Nurse Practitioner: Possession of a valid license to practice as a Registered Nurse in the State of California, and Possession of a valid certificate of completion as a Family Nurse Practitioner and Possession of a Master's Degree in Nursing.

For Physician's Assistant: Possession of a valid certificate of California licensure and registration as a Physician's Assistant, and certification by the National Commission of Physician Assistants (PA-C).

Both Levels: Possession of a valid, appropriate California Driver's License issued by the State Department of Motor Vehicles by the time of appointment.

Experience: One year of experience as a Family Practice Nurse Practitioner or Physician's Assistant – Certified.

Desirable: Six (6) months of medical supervisory or lead work experience.

A detailed job specification is available by clicking [here](#).

SELECTION PROCESS: **EQUAL OPPORTUNITY EMPLOYER**

All completed applications and supplemental questionnaires will be reviewed. Depending upon the number of applicants who meet the minimum qualifications, the examination process may include a screening committee (pass/fail) and/or a written examination (pass/fail) and/or an oral examination (100%) which may include a written practical component to determine placement on the eligible list.

VETERAN'S PREFERENCE AVAILABLE UPON REQUEST

[Veteran's Preference Application](#)

You must submit a certified DD-214 and a new request form for each application submission prior to the closing date.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.countyofkings.com/departments/human-resources>

OR

Kings County Human Resources

(559) 852-2510



JOB ANNOUNCEMENT

Position: School Clerk	Recruitment: E17-550-72
Location: Visalia	Deadline: December 7, 2016
Status: Full-time regular with benefits	Non-Exempt
Language Requirement: Spanish required	Department: Education
Reports to: Chief Academic Officer	Number of Positions: 1

SUMMARY: Performs various receptionist duties for the school's Main Campus.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Answers phones and provides information to potential students.
2. Creates and maintains students' files for all programs.
3. Reviews and processed enrollment paperwork for academic and CTE classes, coordinates revisions with teacher's aides, case managers, and updates status in ASAP system.
4. Collects and processes students' payments.
5. Prepares and makes bank deposits.
6. Processes all of division's ordering and PR/PO entries, and assists with getting bids.
7. Distributes office and classroom supplies to staff throughout the sites.
8. Processes instructors' requests for students' checks and follow up with Fiscal Department to ensure receipt in a timely manner.
9. Invoices for students' tuition through Accufund student set-up.
10. Distributes Completion of Training form for internal student referrals.
11. Keeps inventory on all school equipment and assists with technology planning.
12. Assists Education Division with other duties as appropriate, such as school accreditation, state licensure, etc.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: High school graduate or equivalent and six months of directly related experience. Must have knowledge of office procedures. Must be self-motivated and able to take direction.

COMPUTER SKILLS: Basic computer skills required.

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of the organization. Must be able to deal with the public in a courteous manner.

MATHEMATICAL SKILLS: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY: Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS: Access to transportation, California driver's license, and minimum auto insurance as required by law. Must maintain good driving record.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential duties.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools or controls. The employee frequently is required to stand; sit; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee is occasionally required to walk. The employee must occasionally lift and/or move up to 25 pounds.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties. The noise level in the work environment is usually moderate.

AT-WILL STATEMENT: Employment at Proteus is employment at will. This means that an employee is free to leave his or her employment at any time, with or without cause or notice, and the Company retains the same right to terminate the employee at any time, with or without cause or notice. Please understand that continued employment cannot be guaranteed for any employee.

This policy of at-will employment may be changed only by a written employment agreement signed by the Chief Executive Officer that expressly changes the policy of at-will employment. Unless the employee's employment is covered by a written employment agreement that specifically provides otherwise, this policy of at-will employment is the sole and entire agreement between the employee and the Company as to the duration of employment and the circumstances under which employment may be terminated.

With the exception of employment at-will, terms and conditions of employment with the Company may be modified at the sole discretion of the Company, with or without cause or notice at any time. No implied contract concerning any employment-related decision or term or condition of employment can be established by any other statement, conduct, policy, or practice. Examples of the types of terms and conditions of employment that are within the sole discretion of the Company include, but are not limited to, the following: promotion; demotion; transfers; hiring decisions; compensation; benefits; qualifications; discipline; layoff or recall; rules; hours and schedules; work assignments; job duties and responsibilities; production standards; subcontracting; reduction, cessation, or expansion of operations; sale, relocation, merger, or consolidation of operations; determinations concerning the use of equipment, methods, or facilities; or any other terms and conditions that the Company may determine to be necessary for the safe, efficient, and economic operation of its business.

DISCLAIMER: The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and requirements, which may change from time to time based on business needs. When appropriate, reasonable accommodations that do not create an undue hardship to the Company may be made to enable individuals with disabilities to perform the essential functions of the job.

<p>Employment Range: \$2,192 – \$2,403/Mo. Deadline: December 7, 2016 Apply: Proteus, Inc. Human Resources Department 1830 N. Dinuba Blvd. Visalia, CA 93291 559 735-3670 phone 559 735-3677 fax Proteusapp@proteusinc.org</p>	<p><u>Must complete application to be considered for the position.</u> Download a Proteus application from www.proteusinc.org. Click on "Work for us"; then, "Apply Now." Must have "original signature" on application and Fair Credit Reporting Act form. Applications may be faxed, emailed, mailed, or taken to the Human Resources Department by 5 p.m. on the deadline date. Candidates best qualified for the position will be invited to interview. AA/EOE/At-Will Employer. Proteus will require proof of authorization to work in the U.S. at time of appointment</p>
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PUBLIC SAFETY DISPATCHER, CHP

OPEN STATEWIDE EXAMINATION

TESTING LOCATIONS: BAKERSFIELD, FRESNO, AND MERCED

THE STATE OF CALIFORNIA IS AN EQUAL OPPORTUNITY EMPLOYER TO ALL, REGARDLESS OF AGE, ANCESTRY, COLOR, DISABILITY (MENTAL AND PHYSICAL), EXERCISING THE RIGHT TO FAMILY CARE AND MEDICAL LEAVE, GENDER, GENDER EXPRESSION, GENDER IDENTITY, GENETIC INFORMATION, MARITAL STATUS, MEDICAL CONDITION, MILITARY OR VETERAN STATUS, NATIONAL ORIGIN, POLITICAL AFFILIATION, RACE, RELIGIOUS CREED, SEX (INCLUDES PREGNANCY, CHILDBIRTH, BREASTFEEDING AND RELATED MEDICAL CONDITIONS), AND SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

Positions exist in Bakersfield, Barstow, Bishop, Chico, El Centro, Fresno, Humboldt, Indio, Irvine, Los Angeles, Merced, Monterey, Redding, Sacramento, San Bernardino, San Diego, San Luis Obispo, Stockton, Susanville, Truckee, Ukiah, Vallejo, Ventura, and Yreka.

NOTE: This testing will focus on recruitment for the following locations: Bakersfield, Fresno, and Merced. Indicate one of these locations on your application.

Future testing for the remaining communications centers can be found on the CHP Internet Website at <https://www.chp.ca.gov/CHP-Careers/Public-Safety-Dispatcher>.

FINAL FILING DATE

December 29, 2016

Applications (STD. 678, Examination/Employment Application, Rev. 10-13) must be **POSTMARKED** no later than the final filing date. Applications postmarked, personally delivered, or received via interoffice mail after the final filing date will not be accepted for any reason.

NOTE: Dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the USPS, are not considered Postmark dates for the purpose of determining timely filing of an application.

HOW TO APPLY

Submit applications to:

California Highway Patrol
Selection Standards and Examinations Section
P. O. Box 942898
Sacramento, CA 94298-0001

NOTE: Submission of the Criminal Record Supplemental Questionnaire is not required with applications for examination.

DO NOT SUBMIT APPLICATIONS TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES (CALHR) OR TO A LOCAL CALIFORNIA HIGHWAY PATROL OFFICE.

NOTE: All application (STD. 678) forms must include: employment history "from" and "to" dates (month/day/year); hours per week; title/job classification; and duties performed. Application (STD. 678) forms received without this information will be rejected. Résumés or other documents will not be accepted in lieu of a completed application (STD. 678) form.

SPECIAL TESTING ARRANGEMENTS

Applicants with a disability who are requesting special testing arrangements shall mark the appropriate box in item number 2 on the application. Applicants will be contacted to make specific arrangements.

NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

WRITTEN TEST DATE

January 28, 2017

SALARY RANGE

\$3,801 - \$5,234

Note: Public Safety Dispatchers, CHP, assigned to the Golden Gate Communications Center (Vallejo), the Los Angeles Communications Center, the Sacramento Communications Center, Capitol Operations Center, Monterey Communications Center and Border Communications Center (San Diego), shall receive a \$300 monthly recruitment and retention differential. Eligibility for the retention incentive will terminate upon reassignment for any reason to any other communications center not specified in this provision.

ELIGIBLE LIST INFORMATION

A departmental eligible list is established for the California Highway Patrol. When an examination is administered for any location, the names of the persons successful in that examination will be merged onto the existing Statewide list. Eligibility on a list is for a period of 24 months, unless the needs of the service and conditions of the list warrant a change in this period.

This is an open examination. Career credits do not apply.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

Candidates who compete in a Commission on Peace Officer Standards and Training (POST) examination will be restricted from taking the examination in the event that they have tested within 30 days prior to the examination date. Based on POST guidelines, candidates shall not have tested for a period of one month (30 calendar days) before taking the POST examination again. This applies even if the examination is taken through a different department/agency than the original examination.

All applicants must meet the experience and/or education requirements for this examination by the written test date. Your work experience must clearly be described on your application. Your signature on your application indicates that you have read, understand, and possess the minimum qualifications required. The application must display your original signature. Applications received without this information will be rejected.

Experience: Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either I," "Or II," "Or III," etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

Either I

Six months of experience in the California state service performing the duties of a Public Safety Operator, California Highway Patrol.

Or II

One year of experience in dispatching work involving the operation of radio communications equipment; or as an operator of a telephone switchboard or console.

Or III

Two years of experience involving a substantial amount of telephone contact or three years of direct contact with the public or other employees. Such experience must involve the responsibility to perform numerous tasks simultaneously or progressively responsible experience in a field requiring decision-making ability and the exercise of judgment. (Thirty semester or 45 quarter units of college level courses may be substituted for one year of the required experience.) **(NOTE: If substituting college level courses for required experience, applications must contain the following information on all courses completed: Title; semester or quarter credits; name of institution; and completion date. Evidence of completion of required course work must be attached to the application at the time of filing [i.e., copy of transcript]. Applications received without this information will be rejected.)**

Or IV

Successful completion of 60 semester or 90 quarter units of college level courses. (Persons who will complete the required units during the current semester/quarter will be admitted to the examination, but they must produce evidence of successful completion of the units before they may be considered eligible for appointment.) **(NOTE: Applications must contain the following information on all courses completed: Title; semester or quarter credits; name of institution; and completion date. Evidence of completion of required course work must be attached to the application at the time of filing [i.e., copy of transcript]. Applications received without this information will be rejected.)**

Or V

Successful completion of the POST Certified Public Safety Dispatcher Basic Course and six months of experience involving a substantial amount of direct and/or telephone public contact. **(NOTE: You must attach a copy of your POST certificate to your application.)**

DRUG TESTING REQUIREMENT

Applicants for positions in this classification are required to pass a drug screening test. (The drug screening test will be waived for employees who are currently in a designated "sensitive" classification for which drug testing is required under California Code of Regulations, Section 213.)

SPECIAL PERSONAL CHARACTERISTICS

Consistently reports to work on time with a minimum of absences; willingness to work nights, weekends, holidays, overtime, and at unusual hours is required; has emotional stability and even temperament; willingness and initiative to take independent action; performs tasks accurately; positive attitude; adapts to shifting demands of the job; performs effectively under stress and time pressure; tolerates a confined work space with sitting and/or standing for prolonged periods; shows interest in serving the public; shows respect and consideration for others; maintains confidentiality of information; works productively without supervision; dependable; self-motivated; mature; and a team-player.

SPECIAL PHYSICAL CHARACTERISTIC

Normal hearing.

SPECIAL REQUIREMENT

Ability to type at a speed of not less than 40 words per minute; and a satisfactory record as a law-abiding citizen.

NOTE: This classification requires a net typing speed of 40 words per minute. If you are successful in the written test, you will be required to present an official typing certificate that meets or exceeds the standard prior to being considered for hire from the eligible list. Additionally, possession of a typing certificate does not preclude being tested on-site to verify your typing speed and accuracy.

THE POSITION

Working under direction, duties include operating radio, automated telephone, and computer-related equipment to receive, transmit, and record information; dispatching appropriate personnel and resources such as officer, emergency equipment, allied agencies, etc.; screening incoming calls from officers, public, media, and other allied agencies and taking appropriate action; receiving and handling 911 calls; receiving and handling calls from citizens who are difficult to communicate with (e.g., upset, abusive, intoxicated, suicidal, very young/old, or speech-impaired); querying specialized law enforcement databases for information; communicating with personnel of other agencies to obtain and disseminate information; monitoring and responding to field units and allied agencies; providing information to field units; disseminating information and advice to the public; briefing oncoming dispatcher; and processing reports and records.

Persons hired will be required to attend one or more training classes at the California Highway Patrol Academy in West Sacramento or the Clark Training Center in Riverside. Attendance at an additional training class will also be required within the first year of hire.

EXAMINATION INFORMATION

This examination will consist of a written test weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. **Competitors who do not appear for the written test will be disqualified.**

The written test will consist of the intensive, multi-dimensional test battery for entry-level dispatchers developed by POST. The "POST Entry-Level Dispatcher Selection Test Battery" was designed to measure aptitude for performing public safety dispatcher work. The tests measure general abilities that are normally developed over an extended period of time. They are not designed to measure job-specific knowledge or skills that are taught in training. The abilities measured by the tests are verbal, reasoning, memory, and perceptual.

Scope:

Ability to:

- Understand spoken and written English words, sentences, and paragraphs.
- Communicate effectively in English so others will understand.
- Produce a number of alternative ideas.
- Understand the speech of another person.
- Tell when something is wrong or is likely to go wrong.
- Apply general rules to specific problems to come up with logical answers.
- Correctly follow rules to arrange things or actions in a certain order.
- Remember information, such as words, numbers, and procedures.
- Quickly combine and organize information.
- Quickly and accurately compare letters and numbers.
- Concentrate on a task or source of information and not be distracted.
- Shift back and forth between two or more sources of information.
- Sufficient physical dexterity, coordination, and agility to successfully perform the critical aspects of the job.
- Sufficient near vision to successfully perform the critical aspects of the job.

VETERANS' PREFERENCE

Veterans' Preference: Will be awarded in this examination, pursuant to Government Code Section 18973.1, effective January 1, 2014, as follows:

1. Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who

achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for Veterans' Preference.

2. An entrance examination is defined, under the law, as any open competitive examination.
3. Veterans' Preference is not granted once a person achieves permanent civil service status.

HIRING INFORMATION

Background Investigation: The California Highway Patrol conducts a background investigation to determine the competitor's suitability for employment. Information collected for a background investigation after the examination is distinct from that required on the Examination/Employment Application (STD. 678, Rev. 10-13), which is completed prior to the examination. You may be requested to divulge conviction history on the background investigation form that is not required of you when completing the STD. 678. Fingerprints of competitors are also taken as part of the background investigation.

Psychological Evaluation: The California Highway Patrol conducts a psychological evaluation of applicants for positions in this classification to determine the competitor's suitability for employment. The psychological evaluation screening process ensures competitors are free from any psychological or emotional condition that might adversely affect job performance. The evaluation consists of objective written exercises and a clinical interview with a psychologist or a physician.

Medical Examination: The California Highway Patrol requires a medical examination be conducted of applicants for positions in this classification by a licensed physician to determine the competitor's suitability for employment, which includes an audiogram. The medical examination ensures competitors are free from any medical condition that might adversely affect job performance.

GENERAL INFORMATION

It is the competitor's responsibility to contact the California Highway Patrol, Selection Standards & Examinations Section, Examination Services, at (916) 843-3820, three weeks after final filing date if a progress notice has not been received.

Applications (STD. 678, Rev. 10-13) for open and promotional examinations are available from the California Highway Patrol, local offices of the Employment Development Department, CalHR, and the CalHR Web site at www.jobs.ca.gov.

Applicants who meet the requirements stated on this bulletin may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. All competitors who pass will be ranked according to their scores.

The California Highway Patrol reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such a revision will be in accordance with civil service law and rules and all competitors will be notified.

Written Test Location(s): It is anticipated that the written test will be scheduled in Bakersfield, Fresno, and Merced.

General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and the ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the classification.

Veterans' Preference: Effective January 1, 2014, in accordance with Government Code Sections 18973.1 and 18973.5, Veterans' Preference will be awarded as follows: 1) Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for Veterans' Preference; 2) An entrance examination is defined, under the law, as any open competitive examination; and 3) Veterans' Preference is not granted once a person achieves permanent civil service status.

Veteran status is verified by CalHR. Directions to apply for Veterans' Preference are on the Veterans' Preference Application (CalHR 1093), which is available at www.jobs.ca.gov/public/jobs/veterans.aspx, from written test proctors, and the Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001.

The California Relay Service enables a person with a Telecommunications Device for the Deaf (TDD) to communicate over telephone lines with another person who does not have a TDD. To use the California Relay Service, call the following: If you have a TDD, 1-800-735-2929; if you do not have a TDD, 1-800-735-2922.

(Rev. 9-16)



KINGS COUNTY
Human Resources
Kings County Government
Center
Hanford, CA 93230
www.countyofkings.com

Deputy Sheriff I

An Equal Opportunity Employer

SALARY

\$22.74 - \$27.74 Hourly \$1,819.20 - \$2,219.20 Biweekly \$3,941.60 - \$4,808.27 Monthly
\$47,299.20 - \$57,699.20 Annually

OPENING DATE: 12/01/16

CLOSING DATE: 12/12/16

JOB OPPORTUNITY:

The Kings County Sheriff's Office is seeking entry level law enforcement peace officers in possession of a certificate of completion from a California Peace Officer Standards and Training (P.O.S.T.) Certified Basic Law Enforcement Academy for patrol assignment. Current Kings County Reserve Deputy Sheriff's are encouraged to apply. Future vacancies may be filled from the eligible list to be established. The typical life of a list is six months, but this list may be extended up to an additional 18 months (24 months total).

CURRENTLY ATTENDING THE ACADEMY?

Applicants currently attending a P.O.S.T. approved academy by the closing date of the recruitment may compete by submitting an application. However, any offers of employment are conditioned upon satisfactory completion of the academy. Upon completion of the academy, you will be responsible for providing the Sheriff's Office and Human Resources with copies of the certificate of academy completion.

This position offers a competitive benefits package including significant contribution to the health/dental/vision insurance; CalPERS 2.7% @ 57 retirement.

Please [click here](#) for additional information about the Kings County Sheriff's Office.

DISTINGUISHING CHARACTERISTICS

This is the advanced training level class in the Deputy Sheriff series. Incumbents must have satisfactorily completed a Peace Officer Standards and Training (P.O.S.T.) approved California Peace Officer Academy or have successfully completed the California Basic Course Equivalency Examination and Training. Progression within this class is dependent on continuing acquisition and development of knowledge, techniques and skills in law enforcement work. Incumbents in the class are required to serve a one year probationary period. This class is distinguished from Deputy Sheriff Trainee in that the latter is an entry level class in which the incumbents have not completed the California Basic P.O.S.T. Academy.

DUTY SAMPLE

Patrols assigned areas and answers calls for protection of life and property; conducts preliminary investigations, interrogates witnesses, gathers evidence and takes statements in connection with suspected criminal activities; substantiates findings-of-fact in court; serves warrants and civil documents; may direct traffic and enforce laws pertaining thereto; assists and cooperates with other law enforcement agencies in investigations and arrests; applies proper techniques of arrest, search and seizure in the apprehension of suspects; serves as court bailiff; transports persons to and from various locations such as jail, courts, hospitals and other

institutions; maintains required records and makes oral and written reports; supervises/controls groups involved in activities such as labor picketing, civil demonstrations or recreational gatherings; may conduct Coroner investigations and prepare reports.

MINIMUM QUALIFICATIONS **MINIMUM REQUIREMENTS MUST BE MET BY THE CLOSING DATE**

PLEASE NOTE: Because this is a law enforcement application, it is **required** that your application show **ALL** education and experience that you possess. All work experience must be shown. Omissions may be seen as falsifying your application. A resume may be attached, but is not a substitute for completing the application. Failure to submit a completed application may eliminate you from the recruitment process. This application and the supplemental questions will be treated with the same confidentiality as your Personal History Statement (PHS).

License: Possession of a valid California Driver's License as issued by the State Department of Motor Vehicles.

Education: Equivalent to High School Graduation.

Experience: None required.

Training: Satisfactory completion of a Peace Officer Standards and Training (P.O.S.T.) approved California Peace Officer Academy or successful completion of the California Basic Course Equivalency Examination administered by the State of California Commission on Peace Officer Standards and Training. **Applicants must submit to Human Resources a copy of the P.O.S.T. certificate or proof of academy completion by the closing date. It can be delivered in person, faxed (559-585-1036) or mailed (postmarks will not be accepted).**

OR

CURRENTLY ATTENDING THE ACADEMY?

Applicants currently attending a P.O.S.T. approved academy by the closing date of the recruitment may compete by submitting an application. However, any offers of employment are conditioned upon satisfactory completion of the academy. Upon completion of the academy, you will be responsible for providing the Sheriff's Office and Human Resources with copies of the certificate of academy completion.

NOTE: Applicants without a P.O.S.T. certificate **MUST** be currently attending a P.O.S.T. certified Police Academy **and** provide a letter from their college verifying their current enrollment status from the P.O.S.T. academy **prior to the closing date** in order to be considered for this position.

Desirable: Experience as a Reserve Deputy Sheriff with the Kings County Sheriff's Office is desired, but not required.

Peace Officer Status Requirements: Must meet Peace Officer Status Requirements pursuant to state penal and government codes, including:

- (1) Be a citizen of the United States or a permanent resident alien who is eligible for and has applied for citizenship.
- (2) Be at least 18 years of age.
- (3) Not have been convicted of a felony.
- (4) Be fingerprinted for purposes of search of local, state, and national fingerprint files to disclose a criminal record.
- (5) Be of good moral character, as determined by a thorough background investigation.

(6) Be a high school graduate, or have passed the GED or the CA High School Equivalency Exam, or have attained a two-year, four-year or advanced degree from an accredited college or university.

(7) Be found to be free from any physical, emotional, or mental condition that might adversely affect the exercise of the powers of a peace officer.

For a detailed job specification please click [here](#).

SELECTION PROCESS: **EQUAL OPPORTUNITY EMPLOYER**

All completed applications and supplemental questionnaires will be reviewed. Depending upon the number of applicants who meet the minimum qualifications, the selection process may include a qualifications screening (pass/fail) and/or an oral examination (100%), which may include a written practical component.

Applicants must undergo and pass a thorough and detailed personal background investigation (pass/fail). These investigations include employment/credit histories, DMV, arrest/criminal records, drug/alcohol use, and personal conduct. In addition applicants are required to undergo and pass a psychological examination (pass/fail), a drug screening, and a medical examination (which may include a physical agility examination).

VETERAN'S PREFERENCE AVAILABLE UPON REQUEST

[Veteran's Preference Application](#)

Must submit the request form and certified DD-214 prior to the closing date.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:
<http://www.countyofkings.com/departments/human-resources>

OR

Kings County Human Resources
(559) 852-2510



HUMAN RESOURCES & DEVELOPMENT

TULARE COUNTY

CAREER OPPORTUNITIES

Week of November 28, 2016

A separate application and supplemental application must be completed for each recruitment. Human Resources & Development must receive applications and any other required materials by the filing deadline. Applications must be submitted online at: www.co.tulare.ca.us/hrd. Incomplete and late applications will be disqualified. These recruitments will establish employment lists to fill vacancies in departments and locations throughout Tulare County.

ANIMAL SERVICES COORDINATOR **\$2,546 - \$3,103 Monthly** **FILING DEADLINE: 12/02/16**
Multiple vacancies with the Health and Human Services Agency located in Visalia. Identify, implement and evaluate methods to increase animal placement rates, oversee and participate in off-site adoptions including off-site adoption clinics or community events. Requires equivalent of completion of the 12th grade and two years of work experience related to animal shelter, rescue groups, animal adoption programs or a closely related field.

CONSTRUCTION & MAINTENANCE WORKER I **\$2,375 - \$2,894 Monthly** **FILING DEADLINE: 12/05/16**
Multiple vacancies with the County Road Yards located in Visalia, Dinuba, Porterville, and Terra Bella. Duties will include but not be limited to: Patching damaged road areas with asphaltic materials; clear brush and debris and level areas in road and refuse construction sites. Requires the equivalent of a 12th grade education.

FIELD EVIDENCE TECHNICIAN **\$3,363 - \$4,099 Monthly** **FILING DEADLINE: 12/05/16**
Vacancy with the Sheriff's Department in Visalia. Process crime scenes for physical evidence, including collection and preservation of evidence. Requires Associate's Degree or completion of 60 college units in criminal justice or closely related field and possession of an International Association for Identification (IAI) or equivalent certification in Shoe Tracks and Fingerprints.

FINGERPRINT TECHNICIAN I/II/III **I: \$3,194 - \$3,893; II: \$3,548 - \$4,325; III: \$4,019 - \$4,898 Monthly** **FILING DEADLINE: 12/05/16**
Operate and maintain equipment and repository for the operation of the California Identification System, roll inked fingerprints and compare rolled and latent fingerprints to determine if they are from the same individual. Requires Associate's Degree in criminal justice or a related field, preferably with coursework in police science, criminal justice or related that would provide an understanding of fingerprint classification. **Level II** requires Bachelor's Degree in criminal justice or related from an accredited college or university with college coursework in police science, criminal justice or related that would provide an understanding of fingerprint classification AND two (2) years of experience processing criminal records or fingerprints OR possession of International Association for Identification (IAI) or equivalent certification in lieu of experience. **Level III** requires Bachelor's Degree in criminal justice or related from an accredited college or university with college coursework in police science, criminal justice or related that would provide an understanding of fingerprint classification AND three (3) years of experience processing criminal records or fingerprints AND possession of an International Association for Identification (IAI) certification or equivalent certification.

INMATE PROGRAMS SPECIALIST (BILINGUAL) **\$2,715 - \$3,308 Monthly** **FILING DEADLINE: 11/28/16**
Multiple vacancies with the Tulare County Sheriff's Department in Visalia. **This is a Spanish bilingual designated position.** Conduct, organize and coordinate a variety of inmate programs/services such as post release referral counseling, educational resources, reading materials, volunteer services, community service providers and recreational activities; interview inmates to determine the need for and placement into appropriate programs and monitor custodial participant's progress and involvement; assist with the research and preparation of grant applications and funding contracts. Requires graduation from an accredited college with an Associate's degree in Business Administration, Criminal Justice, Sociology or a related field and two (2) years of experience involving interviewing or counseling in a social services or criminal justice environment.

LIBRARY ASSISTANT I/II/III **I: \$2,055 - \$2,505 Monthly II: \$2,269 - \$2,766 III: \$2,506 - \$3,054** **FILING DEADLINE: 12/03/16**
Multiple vacancies with the Tulare County Library in multiple locations. Perform public service desk duties assisting a variety of patrons; check library materials in and out using library software applications, collect fines, register new patrons, update patron records, and answer the telephone. Requires completion of the 12th grade. **Level II** requires one year of experience in a library clerical position. **Level III** requires two years of library clerical experience or one year at a level equivalent to Library Assistant II in County of Tulare.

Human Resources & Development
2900 West Burrel, Visalia, CA. 93291 (559) 636-4900

APPLY ONLINE AT: www.co.tulare.ca.us/hrd



HUMAN RESOURCES & DEVELOPMENT

TULARE COUNTY

PROMOTIONAL RECRUITMENTS

Promotional recruitments are open only to current Tulare County employees with regular or probationary status.

EXECUTIVE ASSISTANT TO THE CAO
SHERIFF'S SECURITY OFFICER

\$4,741 - \$5,778 Monthly
\$2,893 - \$3,526 Monthly

FILING DEADLINE: 11/30/16
FILING DEADLINE: 12/05/16

CONTINUOUS RECRUITMENTS

Applications for the following positions will be accepted on a continuous basis. These recruitments may **CLOSE AT ANY TIME WITHOUT FURTHER NOTICE**. Qualified applicants will be placed on continuous employment lists and are eligible for consideration for six months.

DEPUTY DISTRICT ATTORNEY I-IV	\$56,412 - \$104,285 Annually
EH AG & STANDARDS INSPECTOR AIDE	\$11.30 Hourly
EH HEAVY EQUIPMENT MECHANIC II - VISALIA	\$19.20 Hourly
EH PARKS & GROUNDS WORKER - BALCH PARK	\$13.44 Hourly
ENGINEER IV - AT WILL	\$88,897 - \$108,342 Annually
SENIOR ACCOUNT CLERK	\$2,362 - \$2,878 Monthly

Additional employment opportunities available with the Sheriff's Department and the Health & Human Services Agency (HHS). For more information please go to <http://agency.governmentjobs.com/tulare/default.cfm> or contact them directly.

Tulare County Sheriff's Department
Personnel and Training Division
5959 S. Mooney Boulevard
Visalia, CA 93277
Business: (559) 735-1825 or 1-800-757-9907
Fax: (559) 737-4682
Website: <http://www.tularecounty.ca.gov/sheriff/index.cfm/recruitment>

Tulare County Health and Human Services Agency (HHS)
5957 S. Mooney Boulevard
Visalia, CA 93277
Business: (559) 624-8450
Fax: (559) 713-3704
Email: humanres@tularehhsa.org
Website: <http://www.tchhsa.org>

Tulare County does not discriminate on the basis of race, religion, color, national origin, sex, age or handicap in any of its programs or activities.

Human Resources & Development
2900 West Burrel, Visalia, CA. 93291 (559) 636-4900

APPLY ONLINE AT: www.co.tulare.ca.us/hrd



Ending week of 12/02/2016
 Kings County Job Listing

Listed below are job postings for the past week. **For additional job postings please** log onto www.caljobs.ca.gov

Date Last Modified	Job Title	Employer	Location	Salary	Source
11/28/2016	Automotive Technician	Bridgestone Retail Operations	Hanford, CA	NA	★
11/27/2016	Receptionist	H&R Block, Inc.	Hanford, CA	N/A	PJB
11/26/2016	Administrative Assistant	Volt Information Sciences	Kettleman City, CA	N/A	PJB
11/26/2016	Regional Drivers - Great Benefits! Holiday Pay!	Redneck Trailer Supplies	Hanford, CA	N/A	PJB
11/26/2016	Dialysis Patient Care Technician	Total Renal Care DBA Davita	Hanford, CA	NA	★
11/26/2016	Flight Sim Instructor PTOC	Cubic Transportation Systems, Inc.	Lemoore, CA	N/A	★
11/26/2016	Office Clerk	Baker Commodities Inc	Hanford, CA	N/A	★
11/26/2016	Part Time Merchandising Rep	Retail Merchandising Services	Hanford, CA	\$12.00/hour	★
11/25/2016	Aircraft Worker	AECOM	Lemoore, CA	N/A	PJB
11/23/2016	Property Manager	WinnCompanies	Avenal, CA	N/A	CORP
11/23/2016	Pharmacy Technician	CVS Health	Hanford, CA	N/A	CORP
11/23/2016	Pharmacy Technician	CVS Health	Hanford, CA	N/A	CORP
11/23/2016	Regional Drivers - Great Benefits! Holiday Pay!	Redneck Trailer Supplies	Lemoore, CA	N/A	PJB
11/23/2016	RX_Orderfiller - Floater	Wal-Mart Stores Inc	Hanford, CA	N/A	CORP
11/23/2016	Outstanding position for an Interventional Radiologist with \$25,000 start date bonus, annual bonuses	Sheridan Healthcorp, Inc.	Hanford, CA	N/A	PJB
11/23/2016	Outstanding position for a Diagnostic Radiologist with \$25,000 start date bonus,	Sheridan Healthcorp, Inc.	Hanford, CA	N/A	PJB

Date Last Modified	Job Title	Employer	Location	Salary	Source
	annual bonuses and				
11/23/2016	Dialysis Patient Care Technician	DaVita Inc.	Hanford, CA	N/A	CORP
11/23/2016	Class A CDL Flatbed Driver	Melton Truck Lines, Inc	Kettleman City, CA	N/A	PJB
11/23/2016	Class A CDL Flatbed Driver	Melton Truck Lines, Inc	Avenal, CA	N/A	PJB
11/23/2016	Class A CDL Flatbed Driver	Melton Truck Lines, Inc	Armona, CA	N/A	PJB
11/23/2016	Class A CDL Flatbed Driver	Melton Truck Lines, Inc	Hanford, CA	N/A	PJB
11/23/2016	Class A CDL Flatbed Driver	Melton Truck Lines, Inc	Lemoore, CA	N/A	PJB
11/23/2016	Class A CDL Flatbed Driver	Melton Truck Lines, Inc	Stratford, CA	N/A	PJB
11/23/2016	Class A CDL Flatbed Driver	Melton Truck Lines, Inc	Corcoran, CA	N/A	PJB
11/23/2016	Graduated but lack experience? Swift offers PAID CDL Truck Driver Training. Call now!	Swift Transportation	Lemoore, CA	N/A	PJB
11/23/2016	Graduated but lack experience? Swift offers PAID CDL Truck Driver Training. Call now!	Swift Transportation	Armona, CA	N/A	PJB
11/23/2016	Graduated but lack experience? Swift offers PAID CDL Truck Driver Training. Call now!	Swift Transportation	Avenal, CA	N/A	PJB
11/23/2016	Graduated but lack experience? Swift offers PAID CDL Truck Driver Training. Call now!	Swift Transportation	Lemoore, CA	N/A	PJB
11/23/2016	Graduated but lack experience? Swift offers PAID CDL Truck Driver Training. Call now!	Swift Transportation	Stratford, CA	N/A	PJB
11/23/2016	Graduated but lack experience? Swift offers	Swift Transportation	Avenal, CA	N/A	PJB

Date Last Modified	Job Title	Employer	Location	Salary	Source
11/23/2016	PAID CDL Truck Driver Training. Call now!	Swift Transportation	Corcoran, CA	N/A	PJB
11/23/2016	Graduated but lack experience? Swift offers PAID CDL Truck Driver Training. Call now!	Swift Transportation	Hanford, CA	N/A	PJB
11/23/2016	Graduated but lack experience? Swift offers PAID CDL Truck Driver Training. Call now!	Swift Transportation	Hanford, CA	N/A	PJB
11/23/2016	Graduated but lack experience? Swift offers PAID CDL Truck Driver Training. Call now!	Swift Transportation	Kettleman City, CA	N/A	PJB
11/23/2016	Graduated but lack experience? Swift offers PAID CDL Truck Driver Training. Call now!	Swift Transportation	Armona, CA	N/A	PJB
11/23/2016	Home Time is a Priority. Experienced CDL Drivers Earn \$4000 Sign-On Bonus, Top Pay and Full Benefits	Swift Transportation	Hanford, CA	N/A	PJB
11/23/2016	Home Time is a Priority. Experienced CDL Drivers Earn \$4000 Sign-On Bonus, Top Pay and Full Benefits	Swift Transportation	Corcoran, CA	N/A	PJB
11/23/2016	Home Time is a Priority. Experienced CDL Drivers Earn \$4000 Sign-On Bonus, Top Pay and Full Benefits	Swift Transportation	Lemoore, CA	N/A	PJB
11/23/2016	Home Time is a Priority. Experienced CDL Drivers Earn \$4000 Sign-On Bonus, Top Pay and Full Benefits	Swift Transportation	Kettleman City, CA	N/A	PJB
11/23/2016	Home Time is a Priority. Experienced CDL Drivers	Swift Transportation	Hanford, CA	N/A	PJB

Date Last Modified	Job Title	Employer	Location	Salary	Source
	Earn \$4000 Sign-On Bonus, Top Pay and Full Benefits				
11/23/2016	Home Time is a Priority. Experienced CDL Drivers Earn \$4000 Sign-On Bonus, Top Pay and Full Benefits	Swift Transportation	Stratford, CA	N/A	PJB
11/23/2016	Home Time is a Priority. Experienced CDL Drivers Earn \$4000 Sign-On Bonus, Top Pay and Full Benefits	Swift Transportation	Avenal, CA	N/A	PJB

Source: ★ [Preferred Employer], CORP [Corporate], EDU [Education Institution], GOVT [Government], HOSP [Hospitals], NLX [National Labor Exchange], NEWS [Newspaper], NONP [Non-profit], PJB [Private Job Board], RECT [Recruiter], SM [Social Media], SJB [State Job Board], VOL [Volunteer]

Tulare County
Office of Education
Jim Vidak, County Superintendent of Schools

Openings for: November 28, 2016

TCOE Classified Job Openings

Instructional Assistant – Mild-Moderate #17-59
3 hours/day; 185 days/year; \$15.90 - \$19.34/hour
at: <https://www.edjoin.org/Home/JobPosting/869343>

**Filing Deadline: Open Until Filled
Apply**

School Secretary II #17-58
p.m.
8 hours/day; 12 months/year; \$3,281 - \$3,985 monthly
at: <https://www.edjoin.org/Home/JobPosting/869090>

**Filing Deadline: 11/28/16 @ 11:55
Apply**

Cook I – SCICON #17-57
8 hours/day; 185 days/year; \$15.24 - \$18.46/hour
at: <https://www.edjoin.org/Home/JobPosting/867784>

**Filing Deadline: 12/8/16 @ 11:55 p.m.
Apply**

Licensed Vocational Nurse – School Health #17-56
3.5 hours/day; 10 months/year; \$22.56 - \$27.41/hour
at: <https://www.edjoin.org/Home/JobPosting/865366>

**Filing Deadline: Open Until Filled
Apply**

Director, Information Systems #17-55
8 hours/day; 12 months/year; \$122,887 - \$151,135 annual
at: <https://www.edjoin.org/Home/JobPosting/861887>

**Filing Deadline: 12/2/16 @ 11:55 p.m.
Apply**

Instructional Assistant – SH #17-54
3.5 hours/day; 10 months/year; \$16.72 - \$20.36/hour
at: <https://www.edjoin.org/Home/JobPosting/861320>

**Filing Deadline: Open Until Filled
Apply**

Behavior Tutor – Multiple Part-time/Short-term Position
5 hours/day; 4 days/week; 185 days; \$17.22/hour
at: <https://www.edjoin.org/Home/JobPosting/868758>

**Filing Deadline: Open Until Filled
Apply**

Substitute Instructional Assistant TCOE
Part-time, various hours as needed; \$15.90/hour
at: <https://www.edjoin.org/Home/JobPosting/408751>

**Filing Deadline: Open Until Filled
Apply**

Substitute Licensed Vocational Nurse – Special Services
Part-time, various hours as needed; \$22.56/hour
at: <https://www.edjoin.org/Home/JobPosting/390456>

**Filing Deadline: Open Until Filled
Apply**

TCOE Certificated Job Openings

SEE Teacher – Science or Math #17-60

7.5 hours/day; 185 days/year; \$53,849 - \$94,526 annual
at: <https://www.edjoin.org/Home/JobPosting/870666>

**Filing Deadline: Open Until Filled
Apply**

Teacher of the Visually Impaired #17-49

7.5 hours/day; 185 days/year; \$53,849 - \$94,526 annual
at: <https://www.edjoin.org/Home/JobPosting/856630>

**Filing Deadline: Open Until Filled
Apply**

Substitute Intervention Resource Teacher

Part-time, various hours as needed; \$120/day or \$16.00/hour
at: <https://www.edjoin.org/Home/JobPosting/727525>

**Filing Deadline: Open Until Filled
Apply**

Substitute Teacher for TCOE

Part-time, various hours as needed; \$120/day or \$16.00/hour
at: <https://www.edjoin.org/Home/JobPosting/727522>

**Filing Deadline: Open Until Filled
Apply**

As a courtesy, TCOE is assisting Hot Springs School District with the following recruitment:

Teacher, Hot Springs Elementary School District

Based on placement on certificated pay scale
at: <https://www.edjoin.org/Home/JobPosting/855854>

**Filing Deadline: Open Until Filled
Apply**

To apply for any of these positions, go to www.edjoin.org.

The Tulare County Office of Education prohibits discrimination, harassment, intimidation, and bullying based on actual or perceived ancestry, age, color, disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sex, sexual orientation, or association with a person or a group with one or more of these actual or perceived characteristics in any program or activity.

If you believe you have been subjected to discrimination, harassment, intimidation, or bullying, you should *immediately contact the school site administrator* and/or Human Resources at 559.733.6306. A copy of TCOE's Uniform Complaint Policy and Non-Discrimination Policy are available upon request.



KINGS COUNTY
 Human Resources
 Kings County Government
 Center
 Hanford, CA 93230
www.countyofkings.com

Transportation Aide (X-help)

An Equal Opportunity Employer

SALARY

\$14.82 /Hour

OPENING DATE: 11/22/16

CLOSING DATE: Continuous

JOB OPPORTUNITY:

This is an extra-help position working in the Kings County Public Guardian/Veteran's Services Office.

Extra help positions do not include regular County benefits and are paid on an hourly basis.

DISTINGUISHING CHARACTERISTICS

Transportation Aide provides transportation for conservatees to and from Superior Court, medical appointments, psychiatric hospitals, convalescent hospitals and other destinations as required. Incumbents assist in the packing and transportation of conservatee's personal property.

DUTY SAMPLE

Duties include but are not limited to those described below. Reasonable accommodation will be made when requested and determined by the County to be appropriate under applicable law.

Provides transportation for conservatees to and from Superior Court, medical appointments, psychiatric hospitals, convalescent hospitals and other destinations as required; assists conservatees with getting in and out of the vehicle; assists clients with loading and unloading luggage or other personal items; assists in the packing and transportation of conservatee's personal property.

MINIMUM QUALIFICATIONS **MINIMUM REQUIREMENTS MUST BE MET BY THE CLOSING DATE**

Please note: Work experience for the last 15 years must be included in the work history portion of your application. It is also important that your application show all the relevant education and experience that you possess, even if it extends beyond the required past 15 years. A resume may be attached, but is not a substitute for completing the application and supplemental questions. Failure to submit a completed application may eliminate you from the recruitment.

Any combination of education and relevant experience that would likely provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required knowledge, skills and abilities would be:

Education: High school graduation or equivalent.

Experience: One year of general work experience in a position requiring significant public contact or one year of experience assisting mentally ill, developmentally disabled, alcoholic or geriatric clients.

License: Possession of a valid California driver's license. A current DMV printout is required upon application.

Knowledge of: Proper and safe vehicle operation; maps, road signs and traffic rules.

Special Requirements: Ability to qualify for security clearance through a background investigation which includes fingerprinting; requires frequent travel in-county and may require out-of-county travel; work irregular hours, including evenings, weekends and holidays; ability to lift, carry and/or move objects weighing up to 25 pounds for transports, moving and/or storage.

Ability to: Read, understand and follow road maps and chart routes for travel; use GPS to chart routes and locate places; work under pressure to meet deadlines; assume responsibility and work independently; communicate effectively with individuals from diverse socio-economic and cultural backgrounds, including clients with mental illness; establish and maintain effective working relationships with co-workers, public agencies, private organizations, and others contacted in the course of work; use patience, tact and courtesy in working with clients and fellow employees; and safely operate a motor vehicle for extended periods of time.

Work Environment/Physical Requirements: primarily works outdoors with frequent travel to and from Superior Court, medical appointments, psychiatric hospitals, convalescent hospitals, and other destinations; ability to tolerate outdoor working conditions including occasional extreme temperature changes; lift, carry and/or move objects weighing up to 25 pounds for transports, moving and/or storage; safely operate motor vehicles; sit for extended periods while remaining alert to driving conditions and potential hazards; vision and hand/eye coordination to drive; visual ability necessary to safely operate motor vehicles.

SELECTION PROCESS: **EQUAL OPPORTUNITY EMPLOYER**

The department having the extra help vacancy may interview those applicants who appear to best meet the requirements of the position; you will only be notified if you are among those.

Qualified applicants will be notified by email concerning the date, time and location of each exam.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:
<http://www.countyofkings.com/departments/human-resources>
 OR
 Kings County Human Resources
 (559) 852-2510

EXAM #2016-068
 TRANSPORTATION AIDE (X-HELP)
 DS

Transportation Aide (X-help) Supplemental Questionnaire

* 1. The following questions are used to help determine qualifications and eligibility to continue in the recruitment process. All education and experience used to answer the supplemental questions below **must** be included on the education and work history portion of your application. Responses such as "see resume" or "see application" or brief general statements will be considered incomplete. Incomplete applications may be **rejected**.

I have read and understand the above statement.

* 2. Do you have a high school diploma or GED equivalency?

Yes No

* 3. Please indicate below your experience. Check all that apply:

One year or more of experience in a position requiring significant public contact.

One year or more of experience counseling or assisting mentally ill, developmentally

disabled, alcoholic or geriatric clients.

I do not possess any of the above.

- * 4. Please describe your experience involving public contact. Please include employer, position title, dates of employment and related job duties. If no experience, write "N/A".

- * 5. Please describe your experience involving counseling or assisting mentally ill, developmentally disabled, alcoholic or geriatric clients. Please include employer, position title, dates of employment and related job duties. If no experience, write "N/A".

- * 6. Do you currently possess a **valid** California driver's license?
 - Yes, I possess a valid CADL.
 - No, I do not possess a valid CADL, but am ABLE to obtain one prior to appointment.
 - No, I do not possess a valid CADL, and am UNABLE to obtain one prior to appointment.

- * 7. This position requires a current DMV printout and must be submitted at time of application.
 - I have read the above and understand I must submit a current DMV printout with this application.

- * Required Question



**FEDERAL LAW ENFORCEMENT
VETERAN CAREER OPPORTUNITIES**
UNITED STATES PENITENTIARY, ATWATER, CALIFORNIA

AN AGENCY OF THE U.S. DEPARTMENT OF JUSTICE

VETERANS' HIRING

The United States Penitentiary in Atwater, California, is currently hiring under the Veterans Recruitment Appointment (VRA). This expedites the hiring process, allowing applicants to apply for Correctional Officer positions without having to go through USAJobs. If you are a veteran or know a veteran interested in a career with the Federal Bureau of Prisons, the required documents and qualifications are listed below.

WHAT WE NEED FROM YOU:

- Resume with full addresses of employer(s) - Resume must show three years of supervisory experience
- DD-214 – Member 4
- VA Disability Certificate (if applying as a disabled veteran)

For an appointment, e-mail your information to: ATW/Recruitment@bop.gov
or call (209) 386-4651 or (209) 386-4667

QUALIFICATIONS:

- are in receipt of a campaign badge for service during a war or in a campaign or expedition; OR
- are a disabled veteran, OR
- are in receipt of an Armed Forces Service Medal for participation in a military operation, OR
- are a recently separated veteran (within the last 3 years) AND
- separated under honorable conditions (this means an honorable or general discharge)

RECRUITMENT INCENTIVE OVER 35 POSITIONS AVAILABLE IMMEDIATE HIRING

**HUMAN RESOURCES OFFICE NOTICE OF VACANCIES - VACANCY REPORT #48
November 29, 2016**

Vacancies shown below are filled on the following basis: from names appearing on the State Civil Service Eligible List and indicates an interest in our Agency, Reinstatement and employee transfers. Temporary Authorization for Employment (TAU) and non-testing classifications are the only exceptions and noted as such for specific vacancies.

You are encouraged to be alert for announcements of Civil Service exams for classifications in which you may qualify and file an application at the proper time and place. Faxed applications will not be accepted. Lists of Examination Announcements are posted on the Bulletin Board across the hall from the Human Resources/Payroll Office and by Room 64. Copies of Examination Announcements are located in the Lobby and by Room 64 of the Administration Building. For additional information you may go to www.dds.ca.gov/JobBulletin.

****APPLICATIONS FOR POSITIONS ADVERTISED SHOULD BE SUBMITTED TO
HUMAN RESOURCES/EXAMINATION UNIT LOCATED IN THE MAIN ADMINISTRATION BUILDING IN ROOM 64****

Applications submitted for vacancies must include the Position Title and Position Number in the Job Title Section and MUST be signed and dated. List your eligibility (SROA, list eligible, etc.) in the Explanations Section on the front page of the Application (STD-678).

Candidates who do not submit all of the required documents at time of application submission will not be considered in the application process.

A Standard State Application must be complete and submitted for each numbered vacancy.

Applications submitted with see resume in the job duties section will be considered incomplete and will not be processed.

142. (JC-44460) REGISTERED NURSE - \$7254 - \$8647

Posted: 11/29/2016

Final Filing Date: 12/07/2016

Five, Full-Time, Permanent positions available in Program I. PM or NOC Shift. Unit to be determined. Will consider DROA, SROA, departmental and general re-employment list procedures, reinstatements, and employee transfers. It is required to submit a current copy of your RN License along with your application by the Final Filing Date. All applications will be screened and only the most qualified will be contacted for an interview.

Level of Care Employees will be required to perform the following Essential Functions: Must be able to lift 50 pounds without assistance; Must be able to participate in client containment, intervention or restraint. Must have the ability to work extended hours and various shifts; Must float to all work areas within the facility if called upon to do so.

143. (JC-44435) LICENSED VOCATIONAL NURSE - \$3485 - \$4362

Posted: 11/29/2016

Final Filing Date: 12/07/2016

One, Full-Time, Permanent position available in Program I. Unit and Shift to be determined. Will consider DROA, SROA, departmental and general re-employment list procedures and employee transfers. It is required to submit a current copy of your LVN License along with your application by the Final Filing Date. All applications will be screened and only the most qualified will be contacted for an interview.

Level of Care Employees will be required to perform the following Essential Functions: Must be able to lift 50 pounds without assistance; Must be able to participate in client containment, intervention or restraint. Must have the ability to work extended hours and various shifts; Must float to all work areas within the facility if called upon to do so.

Continuous Until Filled

141. (JC-44061) AUTOMOTIVE EQUIPMENT OPERATOR I, DMH AND DDS- \$3143 - \$3610 Posted: 11/22/2016

Final Filing Date: Continuous Until Filled (Original VR #47)

Four, Full-Time, Permanent positions available in General Services/Transportation. Days off to be determined. Will consider DROA, SROA, departmental and general re-employment list procedures, employee transfers, reinstatement, and list eligibles. It is required to submit a copy of driver's license valid for operation of any bus designed to carry more than 15 passengers, any single vehicle with three or more axles, any such vehicle towing another vehicle weighing less than 6,000 pounds gross along with application. All applications will be screened and only the most qualified will be contacted for an interview.

CONTINUED ON BACK

130. **(JC-42173) PRE-REGISTERED DIETITIAN- \$3024 - \$3923 Posted: 11/08/2016**
Final Filing Date: Continuous Until Filled (Original VR #45)
Multiple, Full-Time, Temporary (9 month) positions available in Dietetics. Must submit copy of diploma/transcripts with a major in dietetics or institutional management from a coordinated undergraduate dietetic program or a formalized post baccalaureate education program approved by the American Dietetic Association and verification of application to take the registered dietitian examination administered by the Commission on Dietetic Registration of the American Dietetic Association by the Final Filing Date. All applications will be screened and only the most qualified will be contacted for an interview.
121. **(JC-41059) SUPPORT SERVICES ASSISTANT (INTERPRETER) - \$3099 - \$4429 Posted: 10/25/2016**
Final Filing Date: Continuous Until Filled (Original VR #43)
Two, Full-Time, Permanent positions available in Central Program Services. Will consider DROA, SROA, departmental and general re-employment list procedures, reinstatements, employee transfers, and list eligibles. It is required to submit a Certificate issued by the Registry of Interpreters for the Deaf, if applicable, along with the application. All applications will be screened and only the most qualified will be contacted for an interview.
101. **(JC-33838) BUILDING MAINTENANCE WORKER - \$3282 - \$3782 Posted: 09/06/2016**
Final Filing Date: Continuous Until Filled (Original VR #36)
Six, Full-Time, Limited-Term (12 months) positions available in Plant Operations. Will consider DROA, SROA, departmental and general re-employment list procedures, employee transfers, and list eligibles. All applications will be screened and only the most qualified will be contacted for an interview.
124. **(JC-41299) ELECTRONICS TECHNICIAN - \$3362 - \$4456 Posted: 11/01/2016**
Final Filing Date: Continuous Until Filled (Original VR # 44)
One, Full-Time, Permanent position available in Plant Operations. Will consider DROA, SROA, departmental and general re-employment list procedures, employee transfers, reinstatements, and list eligibles. All applications will be screened and only the most qualified will be contacted for an interview.
131. **(JC-42162) MATERIALS AND STORES SPECIALIST - \$2963 - \$3699 Posted: 11/08/2016**
Final Filing Date: Continuous Until Filled (Original VR #45)
Two, Full-Time, Permanent positions available in General Services/Storeroom. Will consider DROA, SROA, departmental and general re-employment list procedures, reinstatement, employee transfers, and list eligibles. All applications will be screened and only the most qualified will be contacted for an interview.
85. **(JC-31214) CUSTODIAN \$2194 - \$2745 Posted: 08/16/2016**
Final Filing Date: Continuous Until Filled (Original VR #33)
Sixteen, Full-Time, Limited Term (12-month) positions available in the General Services/Environmental Services. Will consider DROA, SROA, departmental and general re-employment list procedures, employee transfers, reinstatements, and list eligibles. All applications will be screened and only the most qualified will be contacted for an interview.
136. **(JC-42222) PSYCHIATRIC TECHNICIAN ASSISTANT - \$2558 - \$3143 Posted: 11/08/2016**
Final Filing Date: Continuous Until Filled (Original VR #45)
Several, Intermittent, Limited Term positions available in Registry. Will consider DROA, SROA, departmental and general re-employment list procedures, and list eligibles. It is required to submit a copy of CNA license along with your application. All applications will be screened and only the most qualified will be contacted for an interview.
Level of Care Employees will be required to perform the following Essential Functions: Must be able to lift 50 pounds without assistance; Must be able to participate in client containment, intervention or restraint. Must have the ability to work extended hours and various shifts; Must float to all work areas within the facility if called upon to do so.
113. **(JC-35687) PSYCHIATRIC TECHNICIAN - \$4669 - \$5382 Posted: 09/20/16**
Final Filing Date: Continuous Until Filled (Original VR #38)
Several, Full-Time, Limited-Term (12-month) positions available in Program I. Will consider DROA, SROA, departmental and general re-employment list procedures, employee transfers, and list eligibles. It is required to submit a copy of PT License along with application. All applications will be screened and only the most qualified will be contacted for an interview.
Level of Care Employees will be required to perform the following Essential Functions: Must be able to lift 50 pounds without assistance; Must be able to participate in client containment, intervention or restraint. Must have the ability to work extended hours and various shifts; Must float to all work areas within the facility if called upon to do so.

CONTINUED

94. **(JC-626) PSYCHIATRIC TECHNICIAN - \$4669 - \$5382 Posted: 08/28/2014**
Final Filing Date: Continuous Until Filled (Original VR #35)
Several, Intermittent, Limited-Term (12-month) positions available on the Registry. Will consider DROA, SROA, departmental and general re-employment list procedures, reinstatements, employee transfers, and list eligibles. It is required to submit a copy of PT License along with application. All applications will be screened and only the most qualified will be contacted for an interview.
Level of Care Employees will be required to perform the following Essential Functions: Must be able to lift 50 pounds without assistance; Must be able to participate in client containment, intervention or restraint. Must have the ability to work extended hours and various shifts; Must float to all work areas within the facility if called upon to do so.
83. **(JC-30496) PSYCHIATRIC TECHNICIAN- \$4669 - \$5382 Posted: 08/09/2016**
Final Filing Date: Continuous Until Filled (Original VR #32)
Several, Limited-Term positions available in the General Treatment Area. Program, Unit, Shift and Group to be determined. Will consider DROA, SROA, Departmental and General Re-Employment List procedures, Reinstatements, Employee Transfers and List eligibles. It is required that a current copy of the PT License along with application. All applications will be screened and only the most qualified will be contacted for an interview.
Level of Care Employees will be required to perform the following Essential Functions: Must be able to lift 50 pounds without assistance; Must be able to participate in client containment, intervention or restraint. Must have the ability to work extended hours and various shifts; Must float to all work areas within the facility if called upon to do so
113. **(JC-1011) PRE-LICENSED PSYCHIATRIC TECHNICIAN \$2845 - \$3281 Posted: 06/23/2015**
Final Filing Date: Continuous Until Filled (VR#25)
Ten, Intermittent, (9 month) TAU positions available in the Registry. Will consider individuals who have completed the Psychiatric Technician training program which is accredited by the California Board of Vocational Nurse and Psychiatric Technician Examiners. Proof of completion must be submitted along with state application. All applications will be screened and only the most qualified will be considered for an interview.
Level of Care Employees will be required to perform the following Essential Functions: Must be able to lift 50 pounds without assistance; Must be able to participate in client containment, intervention or restraint. Must have the ability to work extended hours and various shifts; Must float to all work areas within the facility if called upon to do so.
222. **(JC-2884) SENIOR PSYCHIATRIC TECHNICIAN (SAFETY) - \$5149 - \$6109 Posted: 12/01/2015**
Final Filing Date: Continuous Until Filled (Original VR #48)
Up to 16 Full-Time, Permanent positions available in the Secure Treatment Area. Program, Unit, Shift and Group to be determined. Will consider DROA, SROA, Departmental and General Re-Employment List procedures, Employee Transfers and List eligibles. It is required that a current copy of the PT License is included with the application. All applications will be screened and only the most qualified will be contacted for an interview.
Level of Care Employees will be required to perform the following Essential Functions: Must be able to lift 50 pounds without assistance; Must be able to participate in client containment, intervention or restraint. Must have the ability to work extended hours and various shifts; Must float to all work areas within the facility if called upon to do so.
137. **(JC-42207) SENIOR PSYCHIATRIC TECHNICIAN - \$5149 - \$6109 Posted: 11/08/2016**
Final Filing Date: Continuous Until Filled (Original VR #45)
Several, Full-Time, Limited Term (12 month) positions available in General Treatment Area. Unit, Shift, and Group to be determined. Will consider DROA, SROA, Departmental and general re-employment list procedures, reinstatements, and list eligibles. It is required that a current copy of the PT License is included with the application. All applications will be screened and only the most qualified will be contacted for an interview.
Level of Care Employees will be required to perform the following Essential Functions: Must be able to lift 50 pounds without assistance; Must be able to participate in client containment, intervention or restraint. Must have the ability to work extended hours and various shifts; Must float to all work areas within the facility if called upon to do so.
186. **(JC-2123) FOOD SERVICE TECHNICIAN I - \$2159 - \$2700 Posted: 10/06/2015**
Final Filing Date: Continuous Until Filled (Original VR #40)
Twenty-four, Full-Time, Limited Term (12 month) positions available in Dietetics. Will consider DROA, SROA, departmental and general re-employment list procedures, employee transfers and list eligibles. All applications will be screened and only the most qualified will be contacted for an interview.
47. **(JC-22742) ENERGY RESOURCE SPECIALIST I - \$4,759 - \$5,914 Posted: 06/21/2016**
Final Filing Date: Continuous Until Filled (Original VR #25)
One, Full-Time, Permanent position available in Plant Operations. Will consider DROA, SROA, departmental and general re-employment list procedures, employee transfers, and list eligibles. It is required to submit a copy of your Bachelor's Degree along with your application if applicable. All applications will be screened and only the most qualified will be contacted for an interview.

CONTINUED ON BACK

00. **(JC-683) PEACE OFFICER I, DEVELOPMENTAL CENTER - \$3724 - \$4795 + R/R \$800 Posted: 09/09/2014**
Final Filing Date Continuous Until Filled
Multiple, Full-Time, Permanent positions available in the Office of Protective Services. Will consider DROA, SROA, departmental and general re-employment list procedures, reinstatements, employee transfers, and list eligibles. Applicants must have completed the POST Regular Basic Course. It is required to submit a copy of POST along with the application. All applications will be screened and only the most qualified will be contacted for an interview.
30. **(JC-17373) PEACE OFFICER II, DEVELOPMENTAL CENTER - \$4085 - \$5316 Posted: 05/10/2016**
Final Filing Date: Continuous Until Filled (Original VR#19)
Four, Full-Time, Permanent positions available in the Office of Protective Services/Porterville. Will consider DROA, SROA, departmental and general re-employment list procedures, employee transfers, and list eligibles. Applicants must have completed the POST Regular Basic Course. It is required to submit a copy of POST along with the application. All applications will be screened and only the most qualified will be contacted for an interview.
76. **(JC-29238) INVESTIGATOR - \$4019 - \$6508 Posted: 08/02/2016**
Final Filing Date: Continuous Until Filled (Original VR #31)
One, Full-Time, Permanent position available in the Office of Protective Services. Will consider DROA, SROA, departmental and general re-employment list procedures, employee transfers, reinstatements, and list eligibles. Applicants must have completed the POST Regular Basic Course. It is required to submit a Criminal Record Supplemental Questionnaire, copy of POST, and Degree if Applicable along with the application. All applications will be screened and only the most qualified will be contacted for an interview.
106. **(JC-34840) SUPERVISING SPECIAL INVESTIGATOR I - \$5613 - \$7325 Posted: 09/13/16**
Final Filing Date: Continuous Until Filled (Original VR #37)
Two, Full-Time, Permanent positions available in the Office of Protective Services. Will consider DROA, SROA, departmental and general re-employment list procedures, reinstatements, employee transfers, and list eligibles. It is required to submit a copy of POST and Criminal Record Supplemental Questionnaire along with the application. All applications will be screened and only the most qualified will be contacted for an interview.
10. **(JC-885) REGISTERED DIETITIAN - \$4340 - \$5540 Posted 05/17/2012**
Final Filing Date Continuous Until Filled (Original VR #20):
One, Full-time, Permanent position available in Dietetics. Will consider DROA, SROA, departmental and general re-employment list procedures, reinstatements, employee transfers and list eligibles. All applications will be screened and only the most qualified will be contacted for an interview.
103. **(JC-732) STAFF PSYCHIATRIST (SAFETY) - \$18879 - \$23282 Posted: 09/04/2014**
Final Filing Date Continuous Until Filled (Original VR #36)
One, Full-Time, Permanent position available in the Medical Director's Office. Will consider DROA, SROA, departmental and general re-employment list procedures, reinstatements, employee transfers, and list eligibles. The Medical Director's Office is also willing to accept Retired Annuitant applications. All applications will be screened and only the most qualified will be contacted for an interview.
37. **(JC-725) OCCUPATIONAL THERAPIST - \$4671 - \$6560 Posted: 04/17/2014**
Final Filing Date Continuous Until Filled (Original VR #16)
One, Full-time, Permanent position available in the Medical Director's Office/Occupational Therapy/Physical Therapy Department. Will consider DROA, SROA, departmental and general re-employment list procedures, reinstatements, employee transfers and list eligibles. All applications will be screened and only the most qualified will be contacted for an interview.
139. **(JC-1005) BEHAVIOR SPECIALIST - \$4940 - \$6304 Posted: 07/14/2015**
Final Filing Date: Continuous Until Filled (Original VR#28)
Three, Full-Time, Permanent positions available in Program VII. Will consider DROA, SROA, departmental and general re-employment list procedures, employee transfer, and list eligibles. It is required to submit a copy of your Bachelor's Degree and transcripts along with application. All applications will be screened and only the most qualified will be contacted for an interview.
225. **(JC-3420) REHABILITATION THERAPIST, SF, (RECREATION/MUSIC/ART) (SAFETY)- \$5571 - \$6560**
Posted: 12/08/2015
Final Filing Date: Continuous Until Filled (Original VR #49)
Up to 3, Full-Time, Permanent positions available in the Secure Treatment Area. Program, unit, shift and group to be determined. Will consider DROA, SROA, departmental and general re-employment list procedures, Reinstatements, Employee Transfers and List eligibles. It is required to submit a copy of Registration/Certification and/or Diploma/Transcripts along with application. All applications will be screened and only the most qualified will be contacted for an interview.

CONTINUED

50. **(JC-825) REHABILITATION THERAPIST, STATE FACILITIES (RECREATION/MUSIC/ART) - \$5571 - \$6560**
Posted: 03/17/2015
Final Filing Date Continuous Until Filled (Original VR #11)
One, Full-Time, Permanent position available in General Treatment Area. Will consider DROA, SROA, departmental and general re-employment list procedures, reinstatements, employee transfers, and list eligibles. It is required to submit a copy of Registration/Certification and/or Diploma/Transcripts along with application. All applications will be screened and only the most qualified will be contacted for an interview.
49. **(JC-666) PHYSICAL THERAPIST I - \$3765 - \$5173 + R/R \$500 Posted 06/10/2010**
Final Filing Date Continuous Until Filled (Original VR #23):
One, Full-time, Permanent position available in the Medical Department/Physical Therapy Department. Will consider DROA, SROA, departmental and general re-employment list procedures, reinstatements, employee transfers, and list eligibles. All applications will be screened and only the most qualified will be contacted for an interview.
50. **(JC-432) PHYSICAL THERAPIST II - \$4323 - \$5955 + R/R \$500 Posted 06/10/2010**
Final Filing Date Continuous Until Filled (Original VR #23):
One, Full-time, Permanent position available in the Medical Department/Physical Therapy Department. Will consider DROA, SROA, departmental and general re-employment list procedures, reinstatements, employee transfers, and list eligibles. All applications will be screened and only the most qualified will be contacted for an interview.

SG/DB/CG/CC-HUMAN RESOURCES
NOTICE OF VACANCY REPORT #48



KINGS COUNTY
 Human Resources
 Kings County Government
 Center
 Hanford, CA 93230
www.countyofkings.com

Administrative Analyst I/II/III

An Equal Opportunity Employer

SALARY

Salary: Depends on Qualifications

OPENING DATE: 11/02/16

CLOSING DATE: 12/09/16

JOB OPPORTUNITY:

One immediate vacancy in the Administration Department. Future vacancies for this position may be filled from the eligible list to be established; the typical life of a list is six months.

SALARY:

Administrative Analyst I - \$24.87 - \$30.34 Hourly; \$51,729.60 - \$63,107.20 Annually
 Administrative Analyst II - \$28.87 - \$35.24 Hourly; \$60,049.60 - \$73,299.20 Annually
 Administrative Analyst III - \$33.52 - \$40.92 Hourly; \$69,721.60 - \$85,113.60 Annually

MANAGEMENT BENEFITS

This position includes a management benefit package including CalPERS retirement (see benefits section to determine plan/tier placement), 64 hours additional annual management vacation which up to 48 hours may be cashed out, and fully paid health, dental and vision insurance premiums for employee and eligible dependents.

DISTINGUISHING CHARACTERISTICS

The Administrative Analyst series is utilized in the County Administrative Office and incumbents report to the County Administrative Officer or his/her designee. The Administrative Analyst series is primarily oriented to assisting the County Administrative Officer in performing his/her role with respect to advising the Board of Supervisors, managing County departments, and relating to the community. Classes in this series are distinguished by a variety of assignments including budget review and analysis; organizational studies; systems and procedures; consulting with and advising departments; representing the office, meets with the public as individuals as well as appearing and speaking before groups.

Administrative Analyst I is the entrance level classification in the series. Essentially, Administrative Analyst I differs from Administrative Analyst II, which is the next higher level, in terms of scope of responsibility and latitude of judgment given. Assignments at the II level typically involve issues or problems which require the exercise of considerable independent judgment and application of higher level analytical methods. Incumbents in the Administrative Analyst I classification normally would be expected to advance to the II level after the minimal experience is completed and when, upon the recommendation of the County Administrative Officer, they have demonstrated the ability to perform at the experienced level.

Administrative Analyst III is the fully qualified journey-level Analyst who can be given the most complex assignments to perform with only a minimum of instruction or supervision. Incumbents must demonstrate the ability to conduct the most complex administrative studies and they are expected to handle the most complex, sensitive or difficult analytical problems with skill and

sound judgment. Persons can advance to this level after having acquired the necessary experience and only upon the recommendation of the County Administrative Officer.

DUTY SAMPLE

Duties may include but are not limited to those described below. Reasonable accommodation will be made when requested and determined by the County to be appropriate under applicable law.

Confers with County management and department heads, analyzes and makes recommendations on budget requests for a functional group of departments and may be given responsibility for putting the entire budget together; analyzes and makes recommendations on departmental organizational structures, programs, systems and procedures; performs administrative review of various documents, request for proposals, contracts, ordinances, agreements and fiscal transactions; conducts studies, prepares reports, and recommends implementation procedures for a variety of special studies and projects, such as procedures, fees County charges public for services, personnel workload and staffing patterns, reorganization studies, and capital improvement program; gathers and analyzes data and prepares reports and recommendations on administrative, fiscal, legislative, organizational and other related management issues; interviews and consults department heads and managers, representatives of various organizations and the general public to give and/or gather information; reviews existing and proposed policies, procedures and systems and advises management of their impact or potential impact; develops and analyzes data for management control and evaluation purposes; represents the County at various meetings and serves in a staff capacity for various County boards and commissions; maintains records and files and prepares statistical materials, reports and correspondence; prepares and makes presentations to a variety of audiences including employees or employee groups, the public, the Board of Supervisors, local, state or federal government officials, local boards and commissions, and department management; utilizes presentation technology and software to make clear, informative presentations on complicated issues to a wide range of audiences; prepares professional written reports and correspondence including technical reports. Incumbents typically develop individual project plans, recommend the study parameters and determine appropriate methodology, and appropriate sources of information for assigned studies/projects.

MINIMUM QUALIFICATIONS **MINIMUM REQUIREMENTS MUST BE MET BY THE CLOSING DATE**

Please note: Work experience for the last 15 years must be included in the work history portion of your application. It is also important that your application show all the relevant education and experience that you possess, even if it extends beyond the required past 15 years. A resume may be attached, but is not a substitute for completing the application and supplemental questions. Failure to submit a completed application may eliminate you from the recruitment.

Any combination of education, training and experience likely to provide the required knowledge, skills and abilities may qualify. A typical way to obtain the required knowledge, skills and abilities would be:

Education: Graduation from an accredited college or university with a Bachelor's degree in public or business administration or a related field. (Note: Possession of a Master's degree in public administration or related field is desirable.)

Experience

Level I: One year of responsible administrative or fiscal management experience, preferably in a public agency setting.

Level II: One year of experience as an Administrative Analyst I with Kings County; OR two years of experience in a management or professional level position conducting studies and making recommendations on a variety of fiscal and management activities, preferably in a public agency setting.

Level III: One year of experience as a Administrative Analyst II with Kings County; OR, three years of responsible management or professional level experience in a county, city or public agency conducting studies and making recommendations on a variety of fiscal and management activities; OR, four years of management level experience which demonstrates knowledge and skills in fiscal or administrative analysis and project leadership.

License: Possession of a valid California driver's license issued by the Department of Motor Vehicles at the time of appointment.

Special Requirements: Ability to work irregular hours as necessary; travel within and outside the County. Demonstrated experience in the use of business computers which must include working knowledge of word processing, spreadsheet and presentation software programs. Extensive experience utilizing Microsoft Office Suite programs (i.e. Word, Excel, and PowerPoint) is preferred.

Detailed job specifications are available by clicking the links below:

[Administrative Analyst I](#)

[Administrative Analyst II](#)

[Administrative Analyst III](#)

SELECTION PROCESS: **EQUAL OPPORTUNITY EMPLOYER**

All completed applications and supplemental questionnaires will be reviewed. Depending upon the number of applicants who meet the minimum qualifications, the examination process may include a screening committee (pass/fail) and/or an oral examination (100%) which may include a written practical component to determine placement on the eligible list.

VETERAN'S PREFERENCE AVAILABLE UPON REQUEST

[Veteran's Preference Application](#)

Must submit the request form and certified DD-214 prior to the closing date.

*Revised on 11/10/16 to extend closing date to 12/09/16

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:
<http://www.countyofkings.com/departments/human-resources>
OR
Kings County Human Resources
(559) 852-2510

EXAM #2016-059
ADMINISTRATIVE ANALYST I/II/III
MA

JOB ANNOUNCEMENT

Position: Program Support Specialist	Recruitment: A17-210-73
Location: Delano Service Center	Deadline: December 9, 2016
Status: Full-time regular with benefits	Non-Exempt
Language Requirement: English/Spanish preferred	Department: Adult
Reports to: Service Center Manager or Program Coordinator	Number of positions: 1

SUMMARY: In a support role, provides services in the areas of outreach, recruitment, assessment, counseling, and preparation of Individual Employment Plans (IEP), follow-up services, and implements and manages a particular project.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Provides outreach, recruitment, and establishes linkages with community agencies to build awareness of Proteus programs.
2. Completes customers' intake applications for services, determines eligibility, and administers tests accordingly.
3. Enters customers' information, such as eligibility, testing, assessment, and case notes into appropriate data entry systems.
4. Assists in the preparation and completion of the Individual Employment Plans (IEP).
5. Provides participant counseling and post placement follow-ups.
6. Maintains contact with education/training site personnel to ensure accurate and prompt paperwork.
7. Works closely with job development staff and other professionals to ensure customer program success.
8. Coordinates training reimbursement activity with training and employment staff.
9. Completes records, forms and reports required for fiscal and reporting or planning purposes.
10. Maintains communication with office/division staff to ensure staff is fully informed of project/component requirements and opportunities and coordinates project or component with other programs.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: High school graduate or equivalent and certificate of completion from a college or technical school; or six months of directly related experience and/or training; or equivalent combination of education and experience.

COMPUTER SKILLS: Moderate computer skills required for data entry, Word, Excel, and other software programs, as required for the position.

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY: Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS: Access to transportation, California driver's license, and minimum auto insurance as required by law. Must maintain good driving record.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee must occasionally lift and/or move up to 10 pounds.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.

AT-WILL STATEMENT: Employment at Proteus is employment at will. This means that an employee is free to leave his or her employment at any time, with or without cause or notice, and the Company retains the same right to terminate the employee at any time, with or without cause or notice. Please understand that continued employment cannot be guaranteed for any employee.

This policy of at-will employment may be changed only by a written employment agreement signed by the Chief Executive Officer that expressly changes the policy of at-will employment. Unless the employee's employment is covered by a written employment agreement that specifically provides otherwise, this policy of at-will employment is the sole and entire agreement between the employee and the Company as to the duration of employment and the circumstances under which employment may be terminated.

With the exception of employment at-will, terms and conditions of employment with the Company may be modified at the sole discretion of the Company, with or without cause or notice at any time. No implied contract concerning any employment-related decision or term or condition of employment can be established by any other statement, conduct, policy, or practice. Examples of the types of terms and conditions of employment that are within the sole discretion of the Company include, but are not limited to, the following: promotion; demotion; transfers; hiring decisions; compensation; benefits; qualifications; discipline; layoff or recall; rules; hours and schedules; work assignments; job duties and responsibilities; production standards; subcontracting; reduction, cessation, or expansion of operations; sale, relocation, merger, or consolidation of operations; determinations concerning the use of equipment, methods, or facilities; or any other terms and conditions that the Company may determine to be necessary for the safe, efficient, and economic operation of its business.

DISCLAIMER: The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and requirements, which may change from time to time based on business needs. When appropriate, reasonable accommodations that do not create an undue hardship to the Company may be made to enable individuals with disabilities to perform the essential functions of the job.

<p>Employment Range: \$2,000 - \$2,192 per month Deadline: December 9, 2016 Apply: Proteus, Inc. Human Resources Department 1830 N. Dinuba Blvd. Visalia, CA 93291 559 735-3670 phone 559 735-3677 fax Proteusapp@proteusinc.org</p>	<p><u>Must complete application to be considered for the position.</u> Download a Proteus application from www.proteusinc.org. Click on "Work for us"; then, "Apply Now."</p> <p>Applications may be faxed, emailed, mailed, or taken to the Human Resources Department by 5 p.m. on the deadline date.</p> <p>Candidates best qualified for the position will be invited to interview. AA/EOE/At-Will Employer. Proteus will require proof of authorization to work in the U.S. at time of appointment.</p>
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THE COUNTY OF MADERA

Invites your application for:

VETERANS SERVICE OFFICER



Serving Those Who Served

The Veterans Service Officer performs a variety of services for veterans, and their dependents, widows and orphans.

Monthly Salary: Up to \$6,456/month + DOQ
Application Filing Deadline: December 9, 2016

Madera County



Madera County is the geographic center of the State of California. The County land area encompasses the rich San Joaquin Valley, the Sierra Nevada, and the southern portion of Yosemite National Park. The County has a population of 155,000 with an unincorporated population of 76,000. Madera County enjoys housing one Community College campus and is just a short drive from California State University, Fresno and University of California at Merced. The County is located only 1-2 hours from a variety of recreational opportunities including hiking, skiing, boating, fishing, wilderness adventures, recreation streams and lakes, 3 national parks, and the Pacific Ocean.

The Department

The Madera County Department of Veterans Services (Department) was established by the Board of Supervisors to assist every veteran, their dependents and survivors in presenting and pursuing any claim in establishing the veteran's right for benefits provided by law.

The Department provides assistance to Veterans and Veterans' dependents in the following areas:

- Service-connected disability
- Pension benefits
- Burial benefits
- Survivor benefits
- Applying for VA medical care
- Providing referrals for educational and employment benefits



The Veterans Service Officer

Under general administrative direction of the Board of Supervisors, the Veterans Service Officer plans, directs, manages, and oversees the programs associated with Veterans' benefits as provided for by Federal, State and local agency regulations; participates in and oversees the process by which rights and benefits are secured for veterans and their dependents and beneficiaries.

Additional responsibilities of the position include:

- ♦ Selects, directs, supervises, trains, and evaluates assigned staff.
- ♦ Develops and administers assigned budgets, prepares budget requests, and controls expenditures.
- ♦ Reviews, analyzes, interprets and remains knowledgeable about regulations and proposed legislation relating to established and new programs/benefits.
- ♦ Assists veterans, their widows, and dependents with the preparation and filing of claims for veterans benefits.
- ♦ May assist with the preparation of appeals to denials of veterans benefits claims.
- ♦ Provides the public with information concerning veterans benefits and programs related to education, disability pensions, employment, loans, life insurance, hospitalization, and burial entitlements.
- ♦ Maintains communication and contact with local organizations concerned with veterans programs.



For additional information, the full job description is available for review by contacting the Human Resources/Operations Division at 559.675.7705, or by visiting <http://agency.governmentjobs.com/maderacountyca/default.cfm?SearchLetter=C&action=agencyspecs>.

Qualifications

The ideal candidate will possess the following:

- 1) Equivalent to a Bachelor's degree with major coursework in public or business administration, political science, social work, a behavioral science or a related field;
- 2) Seven (7) years of progressively responsible experience in either: administering and/or providing veterans services and assistance **OR** as a personnel officer in the United States Armed Forces, including three (3) years of management or supervisory experience;
- 3) Be a veteran as defined in Section 980 of the CA Military and Veterans Code; and
- 4) Possession of, or ability to obtain within 6 months of service, accreditation from the CA Department of Veterans Affairs.

Compensation and Benefits

The salary for the Veterans Service Officer is up to \$6,456 + monthly, DOQ.

Madera County offers a benefits package that includes the following:

- **Defined Benefit Retirement Plan:** *Membership in CalPERS, with an enhanced 2.7% @ 55 retirement benefit formula (based on the highest 12 mos. with the County paying all of the employee and employer share of costs) for those individuals with current or prior qualifying public sector service that establishes eligibility as a "classic member" pursuant to the provisions of California's 2013 Pension Reform Act (Act) and CalPERS Regulations. Individuals with no current or prior qualifying public sector service, and who are defined as new members or new employees under the Act, will be eligible for the 2% @ 62 retirement benefit formula (based on the highest 36 mos. with the employee paying at least half of the normal retirement cost).*
- **Health/Dental/Vision Coverage:** *Employees participate in the CalPERS Health Benefit Program. The County pays 95% of health insurance premium for the employee based on the benchmark United Healthcare HMO plan, and 50% for either two-party or dependent coverage.*
- **Deferred Compensation Plan:** *Employees have the option to voluntarily participate in the County's 457 tax-qualified program.*
- **Life Insurance:** *\$50,000 County-paid life insurance policy.*
- **Holidays:** *13 paid holidays per year.*
- **Sick Leave:** *1 sick leave day per month, accruing without limit.*
- **Vacation:** *2 weeks paid vacation after 1 year of service, accrual increasing thereafter with years of service (45 days maximum accrual).*
- **Management Leave:** *40 hours of management leave per fiscal year.*

Recruitment Process



A qualifications appraisal for the purpose of evaluating the candidate's education, experience, and work-related qualifications may be scheduled for those candidates who best meet the minimum qualifications. The Board of Supervisors may limit the number of qualified applicants eligible to participate in the examination process.

To Apply

An official Madera County application, a current resume, and responses to the supplemental questions listed on the back of this brochure, must be submitted online at <http://agency.governmentjobs.com/maderacountyca/default.cfm> or directly to the Human Resources/Operations Division, attn: Susan Carter, Senior Personnel Analyst, **by 5:00 P.M. on FRIDAY, DECEMBER 9, 2016.** (Resumes will not be accepted in lieu of the official application.)

Postmarks are not accepted. Faxed application materials may be accepted under certain circumstances and with prior authorization of the Human Resources Division. Application materials authorized to be received by facsimile will require that the applicant submit an application with original signature prior to the date of the interview.



Equal Opportunity Employer

Special Note

The provisions of this job bulletin do not constitute an expressed or implied contract. The County of Madera reserves the right to make necessary modifications to the recruitment plan. Questions regarding this recruitment should be directed to the Madera County Human Resources/Operations Division.

Supplemental Questions

The supplemental responses requested below must be submitted along with the official Madera County application and a current resume by the final filing deadline of Friday, December 9, 2016.

The supplemental questions below are designed to assist you in presenting your qualifications for this position. This information may also be utilized to limit the number of qualified applicants eligible to participate in the examination process.

Please be complete and specific in answering the supplemental questions listed below. Applications submitted without responses to the supplemental questions may not be evaluated.

1. Please describe your experience in administering and/or providing veterans' services or your experience as a personnel officer in the U.S. Armed Forces. In your response, please indicate the employer, job title(s), relevant duties, your dates of employment, and the number of hours worked per week.
2. Describe your experience managing or supervising staff. In your response, include the following:
 - ♦ The Agency you worked for and your dates of employment
 - ♦ The number and type of staff supervised
 - ♦ Your role and duties as a manager or supervisor (e.g. hiring, training and developing staff)
3. Describe your customer service philosophy, and how you believe that philosophy will benefit the veterans of the County of Madera.
4. Are you a veteran as defined in Section 980 of the State of California Military and Veterans Code? **[If you answer 'Yes', proof of such status must be submitted with your application]**
 - Yes
 - No
5. Do you currently possess accreditation from the California Department of Veterans Affairs? **[If you answer 'Yes', proof of such status must be submitted with your application]**
 - Yes
 - No





KINGS COUNTY
 Human Resources
 Kings County Government
 Center
 Hanford, CA 93230
www.countyofkings.com

Office Manager -CalVans

An Equal Opportunity Employer

SALARY

\$22.18 - \$27.06 Hourly \$1,774.40 - \$2,164.80 Biweekly \$3,844.53 - \$4,690.40 Monthly
 \$46,134.40 - \$56,284.80 Annually

OPENING DATE: 11/29/16

CLOSING DATE: 12/08/16

JOB OPPORTUNITY:

One immediate vacancy located in the California Vanpool Authority (CalVans) agency. Future vacancies for this position may be filled from the eligible list to be established. The expected life of the eligible list is six months and it may be extended for up to 18 months (24 months total).

This position includes management benefits which includes fully paid PPO health, dental, vision, and chiropractic health insurance coverage for employee and eligible dependents; additional 64 hours of management leave and term life insurance (\$40,000).

The California Vanpool Authority (CalVans) is an independent agency, and is not part of the Kings County Government organization. For more information about CalVans, please visit their website at www.calvans.org.

DISTINGUISHING CHARACTERISTICS

The Office Manager class is utilized to manage staff in the California Vanpool Authority (CalVans). In addition to supervision, the incumbent is responsible for providing a high degree of difficult and complex administrative assistance to the department head. The extent of such managerial responsibilities distinguish this class for specialized clerical supervisory classes wherein the latter classes, in addition to supervising the work of clerical unit, perform highly technical clerical assignments.

DUTY SAMPLE

Duties include but are not limited to those described below. Reasonable accommodation will be made when requested and determined by the Agency to be appropriate under applicable law.

Develops, implements, evaluates and revises Agency-wide clerical and office systems, procedures and policies; plans, assigns, supervises and reviews work; supervises and/or performs the preparation and maintenance of complex personnel, operations, statistical and financial records and reports; manages and coordinates contract files with other public agencies or entities; establishes work flow priorities and ensures that deadlines are met; coordinates work flow between staff and/or other departments; reviews work of subordinates for accuracy, completion and performance to applicable standards and makes changes as appropriate; coordinates pre-employment set up for new hires; provides consultation to employees on a variety of personnel matters, including leave policies, administration of personnel contracts and rules; maintains employee personnel files and a variety of other personnel administration and departmental files; maintains employee leave tracking and benefit accruals; provides explanations to employees, departments and the public which require thorough knowledge of

Agency operations, rules and procedures; acts as confidential secretary to department head; serves as back up during department head absence; maintains continuous contact with staff in the County's Human Resource's Department and other public agencies or entities; assists in the coordination and monitoring of the Agency's insurance programs, including employee benefits, workers' compensation, general liability, and other Agency insurance programs; acts as a liaison between the Agency and employees, administrators and providers regarding insurance programs and benefit administration; assists in the coordination and monitoring of the Agency's safety and health programs; assists in the preparing of safety policies and compliance measures with health and safety statutes and regulations; provides assistance on matters related to workplace safety and security with compliance with outside agencies including Cal/OSHA and EPA; provides support with regular safety audits of Agency compliance with required workplace safety standards, regulations and Agency policy; manages, supervises and coordinates the Agency's payroll function; inputs time card information and coordinates the workflow of payroll preparation and processing with ADP; prepares and checks payrolls and invoices; gathers, tabulates and proofreads statistical financial data; maintains ledgers; keeps various financial or statistical records requiring the use of independent judgment; collects and accounts for money; post, check balance and adjust accounts; checks invoices and verifies extensions; completes insurance forms; schedules, indexes and files bills, vouchers, documents and other material; makes arithmetical calculations and checks various statistical and accounting tables and reports; assists in preparation of budgets; prepares accounting or statistical reports of average difficulty; reconciles bank statements; oversees office supply ordering and estimates supply and equipment requirements for budgetary purposes; assists in the preparation and administration of departmental budget; may be assigned special administrative projects, reports or duties; assists with the development of agency policies and procedures; selects information and compiles data from a number of sources; takes notes and prepares minutes; prepares the supervision of the agenda for all board meetings; records and transcribes minutes of the meetings of the Board; oversees preparation of public notices and newsletters; sends out public notices; provides outreach by collecting and compiling information for marketing activities; gives out information where judgment, knowledge, and interpretation of procedures and regulations are necessary; types a variety of reports, forms and documents; performs a variety of other responsible administrative and clerical tasks, and other duties as assigned.

MINIMUM QUALIFICATIONS **MINIMUM REQUIREMENTS MUST BE MET BY THE CLOSING DATE**

Please note: Work experience for the last 15 years must be included in the work history portion of your application. It is also important that your application show all the relevant education and experience that you possess, even if it extends beyond the required past 15 years. A resume may be attached, but is not a substitute for completing the application and supplemental questions. Failure to submit a completed application may eliminate you from the recruitment.

Any combination of education and relevant experience that would likely provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required knowledge, skills and abilities would be:

Education: Completion of two years of college or equivalent level course work (60 semester units) in business, office administration, records management, or a related field. (Substitution: Additional qualifying experience may substitute for the required education on a year-for-year basis.)

Experience: Four years of responsible clerical, office management or administrative support experience, preferably including experience in a public agency providing high level clerical or administrative support in an executive-level office or for an elected board or appointed commission.

Special Requirements: Ability to travel within and outside the County.

Knowledge of: Principles of office organizations; the operation of standard office equipment; office machines and networked personal computers and office software; procedures and practices of payroll processing; record keeping systems and correspondence and report styles and formats; proper preparation of official agendas, public and other legal notices; general employee health and safety terminology, risk management and workers' compensation procedures and regulations; correct English usage, spelling, grammar and punctuation; familiarity with the rudimentary principles of personnel management and budgetary preparation and control; methods of current personnel practices and procedures.

Ability to: Plan, assign, supervise and coordinate the work of subordinates; devise and adapt work procedures and record keeping systems to meet changing needs; perform basic arithmetical calculations; understand, interpret and apply laws, rules and written and oral directions to specific situations; perform highly complex and difficult clerical work requiring considerable independent judgment; communicate clearly and concisely, both orally and in writing; establish, maintain, and foster positive and harmonious working relationships with those contacted in exercising duties; deal tactfully and courteously with others in answering questions, resolving problems, or providing instructions or general information regarding policies and procedures; effectively apply principles and practices of supervision and training. Work in a standard office environment including sitting at a desk working, operating modern office equipment, frequent contact with others; regularly working with files and general office equipment; follow safe work practices as directed and trained.

SELECTION PROCESS: **EQUAL OPPORTUNITY EMPLOYER**

All completed applications and supplemental questionnaires will be reviewed. Depending upon the number of applicants who meet the minimum qualifications, the examination process may include a screening committee (pass/fail) and/or a written examination (pass/fail) and/or an oral examination (100%) which may include a written practical component to determine placement on the eligible list.

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