

COUNTY OF SANTA CRUZ

INVITES YOU TO APPLY FOR:

ASSOCIATE HUMAN SERVICES ANALYST

Supplemental Questionnaire Required

Open and Promotional
Job # 22-XA5-01

Salary: \$6,593 - 8,809 / Month

Closing Date: Friday, July 01, 2022



THE JOB: Under general supervision, plan, develop, review, evaluate, and monitor human service programs, policies and operations; and do other work as required. The Associate Human Services Analyst is the journey level class in the Human Services Analyst series. Incumbents perform varied and difficult work independently with review upon completion. Positions at this level are responsible for several phases of a major program revision, development, implementation and evaluation. **The current vacancy is in the Human Services Department Employment and Benefit Services Division, which is responsible for administering the Medi-Cal, CalFresh, CalWORKs, Welfare to Work/CalWORK's Employment Services, Foster Care Eligibility and General Assistance programs. The list established from this recruitment may be used to fill the current vacancy and future full-time, part-time, substitute and extra-help temporary positions during the life of the eligible list.**

THE REQUIREMENTS: Any combination of training and experience that would provide the required knowledge and abilities is qualifying. A typical way to obtain these would be:

Two years of experience performing duties comparable to that of Assistant Human Services Analyst with Santa Cruz County.

SPECIAL REQUIREMENT: Possession of a valid California Class C Driver License or the employee must be able to provide suitable transportation that is approved by the appointing authority.

Knowledge: Working knowledge of human services, basic community needs and community resources; analytical and research techniques; basic statistics; program evaluation processes; contracts and of basic procurement procedures; the functions and services of a local human resources agency; and grant proposal writing and budgeting. Some knowledge of basic budgetary techniques.

Ability to: Define problems, design efficient and organized plans to collect and format data, establish facts, and draw logical conclusions; create and determine acceptability of social science research hypotheses by drawing from accepted theories, practices, principles and empirical data in the social science field; develop effective strategies for solving a wide variety of problems; prepare and present a variety of clear and concise written and oral reports; establish and maintain effective working relationships with others contacted in course of work;

interpret legislation and regulations, administrative policies and procedures; and analyze and prepare grant proposals, contracts and related budgets.

THE EXAMINATION: Your application and supplemental questionnaire will be reviewed to determine if you have met the education, experience, training and/or licensing requirements as stated on the job announcement. If you meet these criteria and are one of the best qualified, you may be required to compete in any combination of written, oral and/or performance examinations or a competitive evaluation of training and experience as described on your application and supplemental questionnaire. You must pass all components of the examination to be placed on the eligible list. The examination may be eliminated if there are ten or fewer qualified applicants. If the eligible list is established without the administration of the announced examination, the life of the eligible list will be six months and your overall score will be based upon an evaluation of your application and supplemental questionnaire. If during those six months it is necessary to administer another examination for this job class, you will be invited to take the examination to remain on the eligible list.

HOW TO APPLY: Apply online at www.santacruzcountyjobs.com or mail/bring an application and supplemental questionnaire to: Santa Cruz County Personnel Department, 701 Ocean Street, Room 510, Santa Cruz, CA 95060. For information, call (831) 454-2600. Hearing Impaired TDD/TTY: 711. Applications will meet the final filing date if received: 1) in the Personnel Department by 5:00 p.m. on the final filing date, 2) submitted online before midnight of the final filing date.

Women, minorities, and people with disabilities are encouraged to apply. If you have a disability that requires test accommodation, please call (831) 454-2600.

To comply with the 1986 Immigration Reform and Control Act, Santa Cruz County verifies that all new employees are either U.S. citizens or persons authorized to work in the U.S.

Some positions may require finger printing and/or background investigation.

ASSOCIATE HUMAN SERVICES ANALYST - SUPPLEMENTAL QUESTIONNAIRE

The supplemental questions are designed specifically for this recruitment. Applications received without the required supplemental information will be screened out of the selection process. Employment experiences referred to in your response must also be included in the Employment History section of the application.

Please answer the question(s) below as completely and thoroughly as possible, as your answer(s) may be used to assess your qualifications for movement to the next step in the recruitment process.

1. Describe your experience working with the following programs: Medi-Cal, CalFresh, CalWORKs, Welfare to Work/CalWORKs Employment Services, Foster Care Eligibility, and General Assistance. Please be specific about your role, tasks performed, and the length of time working with each program.
2. Describe your experience developing, supporting and/or implementing human services programs including the technology systems required for this work. Explain your role(s) and the outcomes for the customers or clients.
3. Describe your experience identifying and resolving challenging issues which require research and interpretation of complex human services or other governmental regulations. Provide a concrete example of one such issue.

EMPLOYEE BENEFITS:

VACATION - 16 days 1st year, increasing to 31 days per year after 15 years of service. Available after 1 year of service.

ADMINISTRATIVE LEAVE - One week advanced upon appointment; two weeks accrued each year; can be taken in cash or time off.

HOLIDAYS - 13 paid holidays per year.

SICK LEAVE - Six days per year.

BEREAVEMENT LEAVE - 3 days paid in California, 5 days paid out-of-state.

MEDICAL PLAN - The County contracts with CalPERS for a variety of medical plans. For most plans, County contributions pay a majority of the premiums for employees and eligible dependents.

DENTAL PLAN - County pays for employee and eligible dependent coverage.

VISION PLAN - The County pays for employee coverage. Employee may purchase eligible dependent coverage.

RETIREMENT AND SOCIAL SECURITY - Pension formula 2% at age 60 or 2% at age 62 as determined based on provisions of the CA Public Employees' Pension Reform Act of 2013(PEPRA). Pension benefit determined by final average compensation of three years. County participates in Social Security.

LIFE INSURANCE - County paid \$50,000 term policy. Employee may purchase additional life insurance.

LONG TERM DISABILITY PLAN - Plan pays 66 2/3% of the first \$13,500, up to \$9,000 per month maximum.

DEPENDENT-CARE PLAN - Employees who pay for qualifying child or dependent care expenses may elect this pre-tax program.

H-CARE PLAN - Employees who pay a County medical premium may elect this pre-tax program.

HEALTH CARE FLEXIBLE SPENDING ALLOWANCE (HCFSFA) - Employees may elect this pre-tax program to cover qualifying health care expenses.

DEFERRED COMPENSATION - A deferred compensation plan is available to employees.

Note: Provisions of this bulletin do not constitute an expressed or implied contract.

County of Santa Cruz

www.santacruzcountyjobs.com

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