



**COUNTY OF SONOMA (CA)
INVITES APPLICATIONS FOR THE POSITION OF:**

Employment and Training Counselor I

An Equal Opportunity Employer

SALARY

\$24.67 - \$29.99 Hourly \$1,980.36 - \$2,407.41 Biweekly \$4,290.77 - \$5,216.06 Monthly
\$51,489.25 - \$62,592.73 Annually

OPENING DATE: 02/05/18

CLOSING DATE: 02/26/18

THE POSITION

The Human Services Department seeks a qualified candidate to join their team as an Employment and Training Counselor I!

Starting salary up to \$29.99/Hr.* (\$5,216/Mo.)

This position will be assigned to the SonomaWORKS program. Employment and Training Counselor I's are responsible for assessing clients' employability and developing mutually agreed upon employment and training plans. This position helps clients to achieve their goals and reach self-sufficiency by providing counseling, vocational assessment, case management, motivation, and referrals to supportive services and community groups. Employment and Training Counselors also develop and present orientations and seminars for clients, facilitate group meetings, administer tests and interpret their results, and complete other work as needed.

The position requires a working knowledge of employment and training programs, job search fundamentals, employment and program eligibility laws and regulations, motivational techniques, assessment skills, case management practices, current knowledge of employment and economic trends, experience working with culturally and economically diverse groups, as well as clients facing social, health, or economic challenges.

Ideal candidates will possess:

- Experience providing counseling or social work services
- Expertise in case management practices
- Strong verbal and written communication abilities

What makes Sonoma County a great choice

In addition to generous starting pay, expansive opportunities for growth and development, being part of a challenging and rewarding work environment that offers continuous training and education, and the satisfaction of knowing that you are working to better the communities of our region, you can look forward to some excellent benefits*, including:

- A cash allowance of approximately \$600 per month
- An annual Staff Development/Wellness Benefit allowance up to \$500
- Competitive vacation and accommodating sick leave accruals, and 11 holidays per year
- Eligibility for a 5% salary increase after 1040 hours (6 months when working full-time) for good work performance; eligibility for a 5% salary increase every year thereafter for good work performance, until reaching the top of the salary range
- Promotional eligibility to Employment and Training Counselor II (\$58,689.81 - \$71,358.63 Annually) upon satisfactory performance and demonstrated readiness after approximately one year, at which you would receive a minimum of a 5% salary increase
- County paid premium contribution to several health plan options

- County contribution to a Health Reimbursement Arrangement to help fund post-retirement employee health insurance/benefits

*Salary is negotiable commensurate with experience, salary history, and requirements. Benefits described herein do not represent a contract and may be changed without notice.

This employment list may also be used to fill future full-time, part-time, and extra-help (temporary) positions as they occur during the active status of the list. ***County employees who wish to be considered for future positions should consider applying to this recruitment.***

APPLICATION SUBMISSIONS REQUIRE THE SUPPLEMENTAL QUESTIONNAIRE BE COMPLETED.

MINIMUM QUALIFICATIONS

Education and Experience: Any combination of coursework, training, and/or work experience that clearly demonstrates possession of the knowledge and abilities listed. Normally, that would include:

Option 1: Completion of a Bachelor's degree from an accredited college or university in the behavioral sciences such as psychology, social work, sociology, counseling or related field and at least six months experience providing counseling or social work services,

OR

Option 2: Completion of 60 semester units or 90 quarter units at an accredited college including at least 18 semester or 24 quarter units in sociology, psychology, counseling, social work, or other related fields and the equivalent of two years of experience as an Employment and Training Specialist.

License: Possession of a valid driver's license at the appropriate level including special endorsements, as required by the State of California, may be required depending upon assignment to perform the essential job functions of the position.

Special Requirement: Designated positions may require the ability to speak, read, and write a language in addition to English.

KNOWLEDGE, SKILLS, AND ABILITIES

Working knowledge and understanding of: basic principles of sociology, psychology, group and family dynamics, and related subjects; career, vocational and employment counseling theories and techniques; principles and methods of effective interviewing, job search, and goal setting; principles and practices of ethical assessment testing; Federal, State and County employment and training programs, policies, rules, codes, and regulations; current economic conditions in the local community and regional area including current employment and labor practices and employment trends; socioeconomic problems, cultural difference, language and other barriers to employment associated with various ethnic or disadvantaged segments of the community; problem solving and motivational techniques to assist clients in analyzing their strengths and problems to work toward mutually agreed upon goals; factors which support individual and family self-sufficiency, especially as related to employment and training; public and private community agencies and resources available to meet client needs.

Ability to: effectively interview clients from diverse backgrounds to obtain facts and to recognize relevant case information; identify employment and social service needs and the resources available to meet the needs; assist clients in recognizing barriers and using strengths to obtain and/or retain education and/or employment; secure the trust and cooperation of clients needing personal, vocational and educational counseling; plan, design, and conduct orientations and relevant training, seminars, and workshops; develop and take necessary action to implement employment and training plans; administer and interpret vocational, aptitude, and interest surveys and tests; interpret, explain and apply complex laws and regulations; communicate effectively, both orally and in writing, and to deal tactfully and work effectively

with clients, co-workers, team members, community groups, private and public agency employees, and the general public.

SELECTION PROCEDURE & SOME HELPFUL TIPS WHEN APPLYING

- Your application information and your responses to the supplemental questions are evaluated and taken into consideration throughout the entire selection process.
- You should list all employers and positions held within the last ten years in the work history section of your application. Be as thorough as possible when responding to the supplemental questions.
- You may include history beyond ten years if related to the position for which you are applying. If you held multiple positions with one employer, list out each position separately.
- Failure to follow these instructions may impact your competitiveness in this process or may result in disqualification.

Please visit [Getting a Job with the County of Sonoma](#) to review more detailed information about the application, examination, and department selection processes.

APPLICATION SUBMISSIONS REQUIRE THE SUPPLEMENTAL QUESTIONNAIRE BE COMPLETED.

Responses to supplemental questions will be scored using position-specific criteria. Please provide specific and detailed responses of a reasonable length to allow for thorough assessment of your qualifications. Responses which state "See Resume" or "See Application" may be considered insufficient and therefore may not be scored.

The selection procedure will consist of the following examinations:

1. Each applicant's combination of educational coursework, training, experience, knowledge, and abilities which relate to this position will be evaluated (pass/not pass) to ensure satisfaction of the minimum qualifications for this position.
2. A multiple-choice, written examination (pass/not pass) will be conducted to further evaluate each candidate's qualifications as they relate to this position. The written examination will measure the core knowledge, skills, and abilities for this position such as:
 - Reading Comprehension
 - Employment and Training
 - Written Communication
 - Social Casework

Applicants must attain a minimum passing grade of at least 70% on the written examination to be considered for the next step in the selection procedure. The minimum passing score may be an adjusted score based on such factors as difficulty of the examination for this group of candidates, natural breaks in the scores achieved by this group of candidates, number of candidates, anticipated vacancies, and past practice.

Tentative Written Examination Date: Tuesday, March 6, 2018

3. Candidates who pass the written examination will have their submissions evaluated in an Application and Supplemental Questionnaire Appraisal Examination (weight 100%) for educational coursework, training, experience, knowledge and abilities which relate to this position. Each applicant will be scored based on the following criteria:

- Relevance of work history, related experience, and achieved level of education and/or training as described in the application and responses to the supplemental questions

Scores may be adjusted based on factors as number of candidates, anticipated vacancies, past practice, and natural breaks in the scores achieved by this group of candidates. Applicants must

attain a minimum passing score of at least 70%, as established by the pass point, to be placed on the employment list.

ADDITIONAL INFORMATION

A background investigation is required prior to employment. Candidates referred to departments for a selection interview are typically required to sign authorization and release forms enabling such an investigation. Failure to sign prescribed forms will result in the candidate not being considered further for that vacancy. Reference information will not be made available to applicants.

Additional requirements, such as successful completion of a physical exam, drug screen, etc., may apply, depending on the duties and responsibilities of the position. If you receive a conditional job offer for the position, the requirements upon which the offer are contingent will be outlined in the conditional job letter. You may also review the [Job Classification Screening Schedule](#) to determine the requirements for this position.

HOW TO APPLY

Applications are accepted on-line at: www.yourpath2sonomacounty.org. Paper applications may be submitted by person, fax (707-565-3770), email, or through the mail. All applications and appropriate supplemental information as outlined in the job bulletin must be RECEIVED by the time and date specified on the first page of this job announcement. Applications received after the recruitment closes will not be accepted.

The County of Sonoma prioritizes and is committed to continuously providing a workplace where equal employment opportunity is afforded to all people. Please view the County's [Equal Employment Opportunity Policy](#) for further information.

HR Analyst: JL
HR Technician: KW

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:
<http://www.yourpath2sonomacounty.org>
OR
575 Administration Drive, Suite 116B,
Santa Rosa, CA 95403

EXAM #18/02-3036-O
EMPLOYMENT AND TRAINING COUNSELOR I
JL

Employment and Training Counselor I Supplemental Questionnaire

- * 1. Please indicate if you would also be interested in part-time or extra-help positions (temporary, intermittent, or seasonal employment) should they become available. Extra-help employees are not eligible for most benefits available to permanent employees. Candidates hired for extra-help positions remain eligible for full or part-time vacancies as they occur during the active status of this list. Check all that apply.
- I would also like to be considered for future part-time positions.
 - I would also like to be considered for future extra-help positions.
 - I am only interested in full-time positions.
- * 2. Please indicate how you meet the minimum qualifications for the Employment and Training Counselor I position by checking the appropriate box.
- Option 1: I have a Bachelor's degree from an accredited college or university in the behavioral sciences, such as psychology, social work, sociology, counseling, or a related field AND possess at least six (6) months experience providing counseling or social work services.
 - Option 2: I have completed 60 semester units or 90 quarter units at an accredited college or university (including at least 18 semester or 24 quarter units in sociology, psychology, counseling, social work, or a related field) AND possess the equivalent of two years' experience as an Employment and Training Specialist.
 - Option 3: I meet the minimum qualifications for this position another way.

- * 3. Based on your response to Question 1 above, please describe how you meet the Minimum Qualifications for this position. Provide enough detail regarding your education and work experience to allow for a thorough assessment.

- * 4. Please describe your experience related to employment and training services, vocational assessment and counseling, and job search assistance.

- * 5. Please provide an example of a case plan you developed for a client who had barriers to success in finding and/or keeping employment. Describe:
 - The barriers and challenges your client faced
 - The plan you developed
 - The steps you took to assist your client
 - The outcome

- * 6. Please provide an example of an orientation or seminar you developed and delivered. Include a description of the topic, the audience, how you prepared, and your evaluation of the outcome.

- * 7. How did you first learn about this opportunity?
 - CalJobs
 - Careersingovernment.com
 - College or University
 - Craigslist
 - Craigslist Sacramento
 - Employee of Sonoma County
 - Facebook
 - GovernmentJobs.com
 - Hispanic Chamber of Commerce of Sonoma County
 - Indeed
 - La Voz
 - Latino Service Providers
 - Monster
 - Press Democrat
 - sonoma-county.org/www.yourpath2sonomacounty.org
 - Sonoma County Human Resources Office
 - Sonoma County Job Line
 - Twitter
 - Other Internet Site
 - Other Publication

* Required Question