



AN EQUAL OPPORTUNITY EMPLOYER
(WOMEN, MINORITIES, AND DISABLED ARE ENCOURAGED TO APPLY)

ANNOUNCES AN **OPEN RECRUITMENT** FOR:

HUMAN SERVICES SUPERVISOR
Application Deadline: OPEN UNTIL FILLED

DEPARTMENT: Health and Human Services
LOCATION: Countywide
SALARY: Range 70 \$4569 \$4800 \$5036 \$5292 \$5557**
The above monthly salary will be paid over 26 pay periods annually.

****BENEFITS:** CalPERS Retirement System: Existing ("Classic") CalPERS members as of January 1, 2013, (2% at 55) – Inyo County pays employee contribution for current CalPERS members; new CalPERS members (2% at 62) will be required to pay employee portion of retirement. Medical Plan – Inyo County pays a portion of employee and dependent monthly premium on PERS medical plans; 100% of employee and dependent monthly premium paid for dental and vision; \$20,000 term life insurance policy on employee. Vacation – 10 days per year during the first three years; 15 days per year after three years; 1 additional day for each year of service after ten years to a maximum of 25 days per year. Sick leave – 15 days per year. Flex (personal days) – 5 days per fiscal year. Paid holidays – 11 per year.

DEFINITION: Under direction of the HHS Director or her designee, will provide first-line supervision in the organization and operation of one or more Health and Human services programs, including Behavioral Health, Tobacco Control, and Ombudsman services.

CURRENT POSITION: The current position will work in the Tobacco Control Program.

ESSENTIAL JOB DUTIES: Supervises and evaluates the work of staff, as well as directly provides a broad range of health and human services activities which may be specific to one or more programs, such as HHS prevention, behavioral health, social services, or senior services (ESAAA) programs; provides directly and/or arranges for on-going training to volunteers and staff; develops, facilitates, and supports collaborative efforts with other work units and/or community stakeholders; develops and implements work unit goals, writes required plans, monitors, and reports on progress toward goals; makes regular presentations to community groups and policy makers (i.e., civic clubs, churches, governing boards, etc.) for purposes of educating about services and/or advocating for policy, systems, and environmental change; coordinates, and may provide, activities to ensure timely and appropriate completion of tasks and projects; interviews and participates in the selection of staff; conducts employee conferences to discuss or interpret departmental rules, regulation, policies, and procedures, and performance problems; identifies and resolves operational problems; receives and resolves employee complaints and makes recommendations to superiors on difficult and complex personnel matters; supervises and participates in quality control; ensures compliance with applicable rules, regulations, policies, and procedures governing tasks within assigned duties. May be assigned to additional supervisory, training, investigative, and/or routine administrative responsibilities.

Duties specific to Tobacco Control Program: In addition to duties listed above, acts as the project director for the Inyo County Tobacco Control Program, and is the primary day-to-day point of contact for California Tobacco Control Program (CTCP) communication to the County. Regularly accesses CTCP electronic database systems to manage project activities. This position is responsible for overall and day-to-day management related to implementing and evaluating the local Comprehensive Tobacco Control Plan; onboarding new staff; directing and supervising staff; preparing or overseeing the preparation of the Plan, Budget, progress reports,

cost reports; and maintenance of required documents for auditing purposes; provides educational classes; develops media messages, newsletters, and other forms of mass communication messages.

EMPLOYMENT STANDARDS

Education/Experience:

Path 1: A Bachelor's degree from an accredited four-year university AND one (1) year of performing duties in a social services, public health, behavioral health, or related health and human services agency;

OR

Path 2: High school graduate or equivalent AND three (3) years of professional experience performing work consistent with the assigned work unit, including one (1) year of lead or supervisory experience in such programs, AND completion of the equivalent of eighteen (18) semester units (twenty-eight (28) quarter units) in a related field;

OR

Path 3: High school graduate or equivalent and one (1) year of front-line supervisory experience in a health and human services agency, public or private.

Knowledge of: The functions of Human Services agencies and the specific issues assigned in the work unit (e.g., Tobacco Control Program; Mental Health Services Act (MHSA); Long-Term Care Ombudsman).

Ability to: Speak and write English using appropriate grammar and paragraph structure, and produce oral and written reports/presentations concisely and clearly. Plan, assign, monitor, and supervise the work of others. Apply interpersonal skills effectively. Establish and maintain cooperative working relationships with community groups, co-workers and the general public. Work effectively with other work units in the agency. Train and develop staff including consumers. Operate automated office equipment and systems used by the department. Identify problems and develop solutions; analyze a situation accurately and adopt an effective course of action; use available sources of information effectively in determining program goals and activities. Consistent attendance is an essential function of the position. Must have physical ability to sit for prolonged periods of time, stand, twist, lift, and carry up to 25 pounds; climb and descend stairs; frequent telephone use.

Core Competencies:

The core competencies listed below and the ability to immediately demonstrate these competencies consistent with the position's level in the department and the specific work assignment:

Intensity: Goes after the goal with passion; is results oriented, and gets the job done. *Key Concepts:* Risk-taker; results-oriented; and initiative driver.

Ethical Behavior: Does what is right regardless of temptations and pressures to do otherwise; upholds the public's trust; and conducts self-according to a set of principles. *Key Concepts:* Respect; trust; responsible; fair; and caring.

Influence: Affects successful outcomes for the organization through the use of masterful leadership, collaboration, and a keen understanding of the organization, its goals, and the interests of all parties. *Key Concepts:* Engaged; collaborative; strategic orientation; situational awareness; organizationally savvy; inspirational; energizing-empowering; team orientation; and change agent.

Commitment: Successfully builds relationships with and promotes involvement of diverse groups; considers the needs of diverse clients when developing policies and procedures related to service; works closely with diverse groups to identify and deliver services that meet their needs and the strategic objectives of the program; establishes customer service as the single purpose to which all resources are dedicated; focuses on delivering the best services possible to the public; focuses on customer needs; and is committed to public service. *Key Concepts:* Public servant; and customer service.

Interpersonal Skills: Possesses and uses versatile communication styles and approaches; understands the underlying psychology of why people act as they do and changes approach to affect positive outcomes; builds rapport throughout the organization; and develops human potential. *Key Concepts:* Staff development; communication; listening; delegation; recognition; and buy-in.

Resiliency: Is adaptable; takes direct action; leads by example; exhibits tenacity. This leader is ready, flexible, self-reliant, and has a reputation for finding opportunities in difficult situations. *Key Concepts:* Action-orientation; adaptability; flexibility; agility; tenacity; survivability; courage; confidence; and intuition.

Craftsmanship: Rejects the "good enough for government work" attitude; takes ownership of work done and results accomplished; takes pride in delivering quality services to customers; seeks out opportunities to develop new and creative solutions and programs; imagines possibilities; defines a vision, and works to bring vision into reality. *Key Concepts:* Innovative; imaginative; inventive; pride-in-work; accountability; self-development; and self-starter.

SPECIAL REQUIREMENTS: Must possess a valid California Driver's License; must successfully complete a pre-employment background check.

SELECTION: Selection procedures will be determined by the number and qualifications of applicants and may include a qualification screening, written examination, and oral interview.

APPLICATION: **This recruitment will remain open until position has been filled.** Applications **must be received** in the Personnel Office, P.O. Box 249, Independence, CA 93526. Must apply on Inyo County application form. A cover letter and/or resume will be accepted in addition to the application form but will not serve as a substitute for a completed application. **It is not acceptable to complete the application with statements like "See/Refer to Resume" or "See Attached"**. Incomplete applications will not be processed. Applications may be faxed to meet the deadline—original application with original signature must be mailed.

THIS RECRUITMENT WILL ESTABLISH AN ELIGIBILITY LIST THAT MAY BE USED FOR ONE YEAR IN FILLING VACANCIES THAT MAY OCCUR IN THIS JOB CLASSIFICATION AND SALARY RANGE.

The County of Inyo has work sites located throughout the Owens Valley (Independence, Bishop, Lone Pine, Big Pine, and Olancho) and the Death Valley area (Death Valley, Tecopa, and Shoshone). **All County positions are considered Countywide positions.** Positions are assigned to a work site based upon the needs of the County. Positions may be temporarily or permanently reassigned to another work site as deemed necessary by the Department Head and/or County Administration.

REASONABLE ACCOMMODATION FOR INDIVIDUALS WITH QUALIFYING DISABILITIES: Inyo County will make reasonable efforts in the examination process on a case-by-case basis to accommodate persons with disabilities. If you have special needs, please contact (760) 878-0377 prior to the examination process.

CITIZENSHIP/IMMIGRATION STATUS: Inyo County employs only U.S. citizens and lawfully authorized non-citizens in accordance with the Immigration Reform and Control Act of 1986.