



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

ANNOUNCES AN **OPEN RECRUITMENT** FOR:

**HUMAN SERVICES SUPERVISOR (TOBACCO)**

**Application Deadline: Open Until Filled**

**DEPARTMENT:** Health and Human Services  
**LOCATION:** Bishop, CA  
**SALARY:** Range 70 \$4943 \$5194 \$5450 \$5726 \$6012

**\*\*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 hired after January 1, 2013 (2% at 62) will be required to pay at least 50% of normal cost. 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 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 prevention, behavioral health, social services or senior services 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, regulations, 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 and/or routine administrative responsibilities.

***Within the Health and Human Services 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:**

A Bachelor's Degree from an accredited 4-year university AND one (1) year of performing duties in a social services, public health, behavioral health or related health & human services agency.

-OR-

High school graduate or equivalent AND three (3) years of professional experience performing work consistent with the assigned work unit, including one year of lead or supervisory experience in such programs, AND completion of the equivalent of 18 semester units (28 quarter units) in a related field.

-OR-

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

**Knowledge of:** The functions of Human Services agencies and the specific issues assigned in the work unit.

**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.

**SPECIAL REQUIREMENTS:** Must possess a valid California Driver's License; must successfully complete a pre-employment background check and physical examination, including drug screen.

**NEPOTISM POLICY:** A copy of Inyo County Personnel Rules and Regulations, Section 107, is available upon request.

**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 FILLED Applications **must be received** in the Personnel Office, P.O. Box 249, Independence, CA 93526 postmarks not accepted.

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

**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.

The County of Inyo has work sites located throughout Inyo County in the Owens Valley (Independence, Bishop, Lone Pine, Big Pine, and Olancho) and the Death Valley area (Death Valley, Shoshone, and Tecopa). Additionally, the County of Inyo has work sites located in Mono County. 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.