



# HUMAN RESOURCES & DEVELOPMENT

TULARE COUNTY

## CAREER OPPORTUNITIES

Week of December 12, 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](http://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.

### ALCOHOL AND DRUG SPECIALIST II

**\$3,137 - \$3,823 Monthly**

**FILING DEADLINE: 12/28/16**

Provide professional level counseling and education services to clients including screenings and assessments and case management. Normally requires two (2) years of college with major coursework in behavioral or social sciences or closely related field and two (2) years of experience equivalent to a Tulare County Alcohol and Drug Specialist I. **Alcohol & Drug Certificate issued by a certifying agency approved by the State of CA is required.**

### ANIMAL SERVICES COORDINATOR

**\$2,546 - \$3,103 Monthly**

**FILING DEADLINE: 12/12/16**

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 to completion of the 12<sup>th</sup> grade and two (2) years' work experience related to animal shelter, rescue groups, animal adoption programs or a closely related field.

### CONSTRUCTION & MAINTENANCE WORKER III

**\$2,971 - \$3,621 Monthly**

**FILING DEADLINE: 12/19/16**

Multiple vacancies with the Resource Management Agency in multiple locations. Perform journey level maintenance and construction work using heavy gasoline or diesel powered equipment such as motor grader, rotary mixer, bulldozer, backhoe, and scraper; mix and spread road materials; finish road surfaces and shoulders. May act occasionally as a lead worker while doing finish operations on isolated road sections; perform routine service and minor repair work on an assigned piece of equipment; keep simple time, material, and equipment and maintenance records. Requires equivalent to the completion of the 12<sup>th</sup> grade and three (3) years of experience in the operation of a variety of heavy equipment, including servicing the equipment, reading work orders, and maintaining operating records, and possession of, or ability to obtain, a valid California Class A Driver's License with doubles and tankers endorsements.

### ENGINEER I/II

**I: \$4,501 - \$5,486; II: \$5,019 - \$6,117 Monthly**

**FILING DEADLINE: 12/19/16**

Multiple vacancies with the Resource Management Agency in Visalia. Position will perform civil engineering duties on assigned projects under the supervision of an Engineer III or IV. Assigned projects may consist of work within the following areas of civil engineering: Roadways; bridges, culverts, drainage structures and retaining walls; flood control; general civil/community development; traffic. Within these areas the incumbent's typical duties may include but not be limited to the following: Conduct early research and compile information from various records, deeds, maps, plans and surveys. **Level I:** the equivalent of graduation from an accredited college or university with major course work in civil engineering or a closely related field. **Level II:** Additionally requires two (2) years of progressively responsible experience in civil engineering.

### INFORMATION TECHNOLOGY CLIENT SPECIALIST I/II

**I: \$3,632 - 4,427; II: \$4,234 - \$5,160 Monthly**

**FILING DEADLINE: 12/26/16**

Collaborate and act as liaison with client, continuously refining relationship, mitigate IT issues and request; assist with development of the IT budget for assigned agency, department or unit; liaison with client, IT and client's third party vendors, assist/coordinate communication between assigned agency, department or unit; lead change management discussions with client; recommend implementation best practices using IT products and services; assist with overall strategic, capacity planning and business continuity regarding client IT needs; assist with providing product and vendor quotes to assigned agency, department or unit. Requires graduation from an accredited college or university with a Bachelor's Degree in Computer Science or Management Information Systems, Business Administration or related college degree (In lieu of degree, four years of work experience in a computer related field will be accepted) AND One (1) year of experience in business analysis and documentation activities, project administrative support, or work experience on cross-functional teams. **In addition** to the education requirement for the I Level, the **II Level requires** three (3) years of experience in business analysis and documentation activities, project administrative support, or work experience on cross-functional teams. The following experience and knowledge is highly desirable: Certified Business Analysis Professional (CBAP CLIENT CONSULTANT) training; Certified Associate in Project Management (CAPM) training; Certified in Information Technology Service management (ITIL Foundation v3); Knowledge of project management principles and practices; Knowledge of business development strategies and practices

**Human Resources & Development**

2900 West Burrel, Visalia, CA. 93291 (559) 636-4900

APPLY ONLINE AT: [www.co.tulare.ca.us/hrd](http://www.co.tulare.ca.us/hrd)



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**NUTRITION ASSISTANT I/II**

**I: \$2,061 – \$2,512; II: \$2,275 - \$2,773**

**FILING DEADLINE: 12/27/16**

Multiple vacancies with Health and Human Services in Tulare. Position will perform applicant screenings, interviews and determine eligibility according to federal, state and local policies; conduct nutrition assessments; use data entry skills to enter participant’s information into the state-wide information system; review nutrition assessments with participants; counsel participants on nutritional needs. Requires equivalent to completion of the twelfth grade, **Level II:** Additionally requires one year of experience determining eligibility, assessing dietary risk, and providing nutritional counseling.

**PATIENT ACCOUNTS REPRESENTATIVE III**

**\$2,663 - \$3,246 Monthly**

**FILING DEADLINE: 12/19/16**

Vacancy with the Health and Human Services Agency located in Visalia. Resolve incidents with the billing process and/or systems by working closely with the Medical Billing Manager, billing system staff, clinic staff, and insurance companies. Gather, assemble, analyze, and evaluate facts, draw logical conclusions and make appropriate recommendations. Requires completion of 12<sup>th</sup> grade AND two (2) years’ experience equivalent to a Patient Account Representative II with Tulare County.

**SOCIAL SERVICES WORKER I**

**\$2,703 - \$3,294 Monthly**

**FILING DEADLINE: 12/27/16**

Caseload management which includes cases of moderate difficulty involving social service problems. Interview clients to determine social service’s needs and carry out social service treatment plans. Assist applicants and recipients in utilizing available resources for their needs. Requires completion of two (2) years of college level study in the behavioral or social sciences or a closely related field AND one (1) year of experience involving interviewing and counseling in order to determine needs within a social services environment.

**PROMOTIONAL RECRUITMENTS**

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

**HUMAN RESOURCES SPECIALIST II**

**\$3,160 - \$3,851 Monthly**

**FILING DEADLINE: 12/14/16**

**SHERIFF’S CAPTAIN**

**\$98,091- \$119,547 Annual**

**FILING DEADLINE: 12/20/16**

**SHERIFF’S LIEUTENANT – OPERATIONS**

**\$7,043 - \$8,583 Monthly**

**FILING DEADLINE: 12/19/16**

**SUPERVISING MEDICAL OFFICE ASSISTANT**

**\$2,954 - \$3,560 Monthly**

**FILING DEADLINE: 12/16/16**

**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 (HHSA). 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 (HHSA)**

**5957 S. Mooney Boulevard**

**Visalia, CA 93277**

**Business: (559) 624-8450**

**Fax: (559) 713-3704**

**Email: [humanres@tularehhsa.org](mailto: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***

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