



**HUMAN RESOURCES  
& DEVELOPMENT**  
TULARE COUNTY

**CAREER OPPORTUNITIES**

Week of August 8, 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.

**ADMINISTRATIVE AIDE** **\$2,940 - \$3,584 Monthly** **FILING DEADLINE: 08/12/16**  
Current vacancy with the Tulare County Health and Human Services Agency in Visalia. Collect and compile data and prepare written analysis of findings; conduct research, analyze information, and formulate recommendations in a variety of report formats. Requires equivalent to completion of two years of college course work in public or business administration or closely related field and one year experience providing responsible administrative support.

**CUSTODIAL SUPERVISOR** **\$2,854-\$3,479 Monthly** **FILING DEADLINE: 08/09/16**  
One vacancy with the General Services Department working in various locations throughout Tulare County. Determine maintenance needs, schedule activities and assign work areas; Prepare general plans for accomplishing custodial coverage for County facilities. Requires equivalent to completion of the 12<sup>th</sup> Grade AND four (4) years of increasingly responsible experience in custodial work, including one year in a lead supervisory capacity.

**IT NETWORK ADMINISTRATOR I/II** **I: \$4,840-\$5,898; II: \$5,622-\$6,852 Monthly** **FILING DEADLINE: 08/31/16**  
One current vacancy with the Tulare County Information Technology (IT) Department in Visalia. Assists in the planning and implementing of the overall strategic goals of Tulare County's network system. Requires completion of two years of college course work in computer science, information technology or related field AND **Level I:** requires work experience to provide knowledge of network administration, network design, and construction of LAN, WAN, with two years of VoIP experience; **Level II:** requires one year as a Network Administrator I (which includes at least 2 years of VoIP experience.) OR three years' experience in network administration, network design, and construction of LAN, WAN, and two years of VoIP.

**IT SPECIALIST APPLICATION SUPPORT I/II** **I: \$3,632-\$4,427; II: \$4,234-\$5,160 Monthly** **FILING DEADLINE: 08/15/16**  
Current vacancies with Tulare County Information Communications Technology Department in Visalia. Provide specialized support for client applications, including day-to-day monitoring and analysis of system operation, security and business continuity; ensures scheduled operations and tasks are performed as required by client; coordinates and implements all departmental application software installations and patches. For a complete job description and requirements visit [www.co.tulare.ca.us/HRD](http://www.co.tulare.ca.us/HRD).

**LIBRARY SERVICES SPECIALIST I/II** **I: \$3,089 - \$3,764 II: \$3,514 - \$4,283** **FILING DEADLINE: 08/08/16**  
To provide high quality, effective and positive customer service; May be assigned to supervise a specialized service, department, or branch. Level I: Requires completion of two years of college with an Associates of Arts or an Associates of Science; Level II requires an additional three years of experience equivalent to Level I.

**MENTAL HEALTH CASE MANAGER III-Bilingual** **\$2,875-\$3,504 Monthly** **FILING DEADLINE: 08/08/16**  
Provide targeted case management services to clients with severe and persistent mental illness. **Level III** requires equivalent to completion of 60 college credits in the Human Health or Mental Health field AND three years of work experience equivalent to a Mental Health Case Manager II.

**PERSONNEL SERVICES OFFICER** **\$4,758-\$6,405 Monthly** **FILING DEADLINE: 08/12/16**  
One vacancy with the Health and Human Services Agency in the Human Resources Department, located in Visalia. Personnel Services Officers may perform an array of generalist duties within a department and in the human resources field. Requires equivalent to graduation from college with major course work in public, business or personnel administration and two years of progressively responsible experience as a human resources/personnel generalist. **Level II** requires three years of experience.

**PROBATION COLLECTIONS INVESTIGATOR** **\$2,635-\$3,211 Monthly** **FILING DEADLINE: 08/15/16**  
One vacancy with the Probation Department. Manage a caseload involving the collection of restitution for victims, and collect Court and County fines and fees. Locate and interview individuals with delinquent accounts who may be avoiding payment of monies owed to the County. Requires equivalent to completion of the 12<sup>th</sup> Grade AND one (1) year experience involving routine collection activities.

**PUBLIC DEFENDER INVESTIGATIVE ASSISTANT** **\$2,995 - \$3,650 Monthly** **FILING DEADLINE: 08/22/16**  
Process and serve documents such as legal motions and subpoenas, determine location of persons, agencies and businesses from available sources. Requires equivalent to completion of the 12<sup>th</sup> grade supplemented by college coursework in criminal justice, paralegalism, or related field AND one year of significant investigative experience.

**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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**WORKFORCE DEVELOPMENT PROGRAM COORDINATOR**     **\$4,750 - \$5,789 Monthly**     **FILING DEADLINE: 08/29/16**  
One vacancy with the Workforce Investment Board. Participate in the work of and provide supervision to staff involved in workforce development programs. Assume responsibility for major functional areas of departmental activity such as Management Information System, adult programs, youth programs, or monitoring. Requires equivalent to graduation from an accredited college or university with a bachelor's degree in public or business administration or related field, and two (2) years of responsible administrative experience involving project management and oversight.

**WORKFORCE DEVELOPMENT ANALYST**     **\$4,309 - \$5,251 Monthly**     **FILING DEADLINE: 08/29/16**  
One vacancy with the Workforce Investment Board. Assist with development and coordination of various workforce development programs. Research, compile and analyze information and data to use in program planning. Assist with preparation of grant applications. Requires equivalent to graduation from an accredited college or university with a bachelor's degree in public or business administration or related field, and one (1) year of responsible administrative experience involving project management and oversight.

**PROMOTIONAL RECRUITMENTS**

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

**TRAINING OFFICER I/II**     **\$3,844 - \$4,931 Monthly**     **FILING DEADLINE: 08/09/16**

**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 I**     **\$16.38 Hourly**  
**EH PARKS & GROUNDS WORKER -BALCH PARK**     **\$13.44 Hourly**  
**IT ENTERPRISE CONTENT MANAGEMENT SPECIALIST I/II**     **I: \$3,632-\$4,427; II: \$4,234-\$5,160 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.*

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