



**HUMAN RESOURCES
& DEVELOPMENT**
TULARE COUNTY

CAREER OPPORTUNITIES

Week of July 11, 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. Incomplete and late applications will be disqualified. These recruitments will establish employment lists to fill vacancies in departments and locations throughout Tulare County.

AGRICULTURAL & STANDARDS ENFORCEMENT OFFICER **\$4,152 - \$5,060 Monthly** **FILING DEADLINE: 07/21/16**
Current vacancy is with the Agricultural Commissioner/Sealers Department in Tulare. Coordinates and processes complaints and pesticide related illness cases reported to the Department. Interviews complainants, witnesses and other people who possess information regarding complaints. Requires bachelor's degree in agriculture or biological sciences and one (1) year experience equivalent to an Agricultural/Standards Inspector III with Tulare County and one (1) year of agricultural and standards investigator experience.

CONSTRUCTION & MAINTENANCE WORKER III **\$2,941-\$3,585 Monthly** **FILING DEADLINE: 7/26/16**
Two immediate vacancies with the Tulare County Resource Management Agency at the Dinuba Sub-Road Yard (Three Rivers) and the Porterville Sub-Road Yard (Camp Nelson). Perform journey level maintenance and construction work using heavy gasoline or diesel powered equipment such as motor grader, rotary mixer, bulldozer, backhoe, and scraper. Requires equivalent to completion of the 12th grade AND three years of experience in the operation of a variety of heavy equipment, including servicing the equipment, reading work orders, and maintaining operating records.

HUMAN RESOURCES TECHNICIAN I **\$2,677 - \$3,263 Monthly** **FILING DEADLINE: 07/11/16**
One position in County Human Resources and Development, located in Visalia. Assist the Unit with recruitment and selection processes including proofing of flyers and supplemental application forms; preparing, scheduling, scoring exams and creating and maintaining eligibility lists. Requires equivalent to completion of two years of college with course work in public, business or human resource administration AND two years of increasingly responsible recruitment or human resources experience OR graduation from an accredited college or university (Bachelor's degree) with major course work in human resource administration.

IT ENTERPRISE CONTENT MANAGEMENT SPECIALIST I/II **I: \$3,597-\$4,384 Mo. II: \$4,192-\$5,109 Mo.** **FILING DEADLINE: 07/20/16**
Vacancies with the Tulare County Information and Communications Technology Department in Visalia. Enterprise Content Management is a formalized means of organizing and storing an organization's documents, and other content, that relates to the organization's processes. This position will provide specialized support for enterprise content management (ECM) technology components, including day-to-day monitoring and analysis of system operation, security and business continuity; ensures scheduled maintenance operations and tasks are performed as required. For a complete job description and requirements visit www.co.tulare.ca.us/HRD.

INVESTIGATIVE TECHNICIAN II **\$2,609-\$3,179 Monthly** **FILING DEADLINE: 07/11/16**
Vacancy in the District Attorney's Office in Visalia. Process and serve documents such as legal motions and subpoenas; determine locations of persons, agencies, and business from available sources. Requires equivalent to completion of the 12th grade AND one (1) year of experience locating individuals AND serving criminal and civil process.

IT CLIENT SPECIALIST I/II **I: \$3,596-\$4,383 Monthly; II: \$4,192-\$5,109 Monthly** **FILING DEADLINE: 07/30/16**
Coordinate and facilitate client meetings, in person or via conference call, and prepares materials, agendas, minutes and presentations. Make recommendations to utilize IT technology to improve client department business processes. Requires 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 with **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.

IT PROJECT MANAGER I/II **I: \$4,584 - \$5,587 Monthly; II: \$5,245 - \$6,393 Monthly** **FILING DEADLINE: 07/13/16**
Vacancy with the Tulare County Information and Communications Technology Department in Visalia. Perform enterprise analysis, to include determine project scope, objectives and creating business architecture; develop documentation of essential components and procedures of automated systems for a department, division, or unit to meet business needs of the organization. For a complete job description, please visit www.co.tulare.ca.us/HRD.

ROAD YARD ASSISTANT **\$2,756-\$3,359 Monthly** **FILING DEADLINE: 07/15/16**
Perform office work related to operating a Road Yard. Keep equipment records; order and deliver materials, record cost of road construction and maintenance projects, receipt monies and make bank deposits. Requires equivalent to completion of the twelfth grade and two years doing general records, stock, supply or purchasing clerk work or one year of additional education in accounting studies.

Human Resources & Development
2900 West Burrel, Visalia, CA. 93291 (559)636-4900

APPLY ONLINE AT: www.co.tulare.ca.us/hrd



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PROMOTIONAL RECRUITMENTS

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

MAINTENANCE SUPERVISOR

\$3,731 - \$4,5487 Monthly

FILING DEADLINE: 07/18/16

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 PARKS & GROUNDS WORKER -BALCH PARK

\$13.44 Hourly

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

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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