



**HUMAN RESOURCES
& DEVELOPMENT**
TULARE COUNTY

CAREER OPPORTUNITIES

Week of July 4, 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.

ASSISTANT CASEWORKER I-Spanish Bilingual **\$1,747 - \$2,130 Monthly** **FILING DEADLINE: 07/06/16**
Current vacancy is with the Health & Human Services Agency in Visalia. Attract, interview, and screen potential in-home care providers. Manage a large volume of incoming calls, communicate effectively with individuals of various socio-economic and cultural backgrounds which include the elderly and disabled. Requires the equivalent to completion of the twelfth grade. A Spanish proficiency exam will be required.

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.

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.

INVESTIGATOR – DISTRICT ATTORNEY **\$4,978 - \$6,067 Monthly** **FILING DEADLINE: 07/06/16**
Vacancy with the Tulare County District Attorney's Bureau of Investigations in areas located throughout Tulare County. Conduct difficult and sensitive criminal and civil investigations in support of prosecuting attorneys; locate and interview victims, defendants, complainants and others. This is a peace officer position. Requires completion of the twelfth grade, supplemented by technical courses in police science or investigation AND three years of experience as a peace officer, including one year performing criminal investigations.

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 DESKTOP TECHNICIAN I/II **I: \$3,018-\$3,678 Monthly; II: \$3,505-\$4,272 Monthly** **FILING DEADLINE: 7/7/16**
Multiple vacancies with the Information Communications Technology Department in Visalia. Perform on-site analysis, diagnosis, and resolution of complex desktop problems for end-users. **Level I:** Completion of two years of college course work in computer science OR two years experience. **Level II:** Completion of two years of college coursework in computer science AND three years experience OR one year as an IT Desktop Technician.

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.

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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SUPERVISING ANIMAL CONTROL OFFICER

\$3,960- \$4,827 Monthly

FILING DEADLINE: 07/05/16

To oversee and supervise the operations of the Animal Control Officers unit. This unit is with the Animal Services Division of the Health and Human Services Agency. Requires the equivalent to completion of the twelfth grade supplemental by college coursework in Administration of Justice or Animal Science or closely related discipline AND two (2) years of experience equivalent to an Animal Control Officer III.

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.

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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