



# HUMAN RESOURCES & DEVELOPMENT

T U L A R E C O U N T Y

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## CAREER OPPORTUNITIES

Week of May 9, 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 SERVICES PROGRAMMER ANALYST I/II** **I: \$5,526 - \$6,735; II: \$6,009-\$7,324 Monthly** **FILING DEADLINE: 05/18/16**  
Current vacancies with the Tulare County Information and Communications Technology Department in Visalia. Establishing a detailed program specification through discussion with clients. Requires two years of college with coursework in computer programming and mathematics AND one year as a programmer on computers and their operating systems, and two years of experience programming computers using industry standard languages. II Level requires two years as a programmer on computers and three years programming computers. Some lead and supervisory experience desirable for Level II.

**ASSISTANT RMA DIRECTOR-FISCAL SERVICES** **\$81,927-\$115,550\* Annually** **FIRST REVIEW: 05/09/16**  
Executive level vacancy with the Resource Management Agency in Visalia. Requires Bachelor's degree in Accounting, Public Administration, Business or Finance AND five (5) years progressively responsible experience in complex fiscal administration including two years in a management or supervisory capacity. To be considered, please send a comprehensive resume to Tulare County Human Resources & Development Department, 2900 West Burrel Ave., CA 93291; by email to [ascrivner@co.tulare.ca.us](mailto:ascrivner@co.tulare.ca.us); or by fax to (559) 730-2597. For complete job description, visit [www.co.tulare.ca.us/hrd](http://www.co.tulare.ca.us/hrd). \*May appoint within posted salary range. This is an At-Will position.

**CASEWORKER AIDE I/II – CWS** **I: \$1,929 - \$2,351 – II: \$2,122 - \$2,586 Monthly** **FILING DEADLINE: 05/19/16**  
Transport recipients to and from agencies and community organizations. Monitor visits between parents, relatives, and children. Accompany staff members on client visits to homes. Assist in identifying possible needs for social services and refer clients to appropriate staff members. Requires equivalent to completion of the twelfth grade. Level II requires an additional six (6) months experience as a Caseworker Aide I-CWS.

**DEPUTY PUBLIC GUARDIAN I** **\$3,429 - \$4,179 Monthly** **FILING DEADLINE: 05/23/16**  
One current vacancy with the Health & Human Services Public Guardian Department located in Visalia. Conduct investigations to assist the court in determining the need for conservatorship; interpret problems/courses of action to conservative and family members; arrange for and follow up on arrangements for the care of the conservative and/or property. Typical way to obtain the knowledge, skills and abilities would be an Associate Degree in public or business administration.

**EXTRA HELP FIRE INSPECTOR** **\$18.54 Hourly** **FILING DEADLINE: 05/9/16**  
Immediate need in the Tulare County Fire Department in Farmersville. Travel throughout the county is required. Plan and conduct inspections of assembly, commercial, residential, organized camps, licensed day cares, apartments, licensed residential care facilities, industrial, storage facilities, jails, schools, health care and other facilities licensed by State agencies. Requires equivalent to completion of the 12<sup>th</sup> grade with major coursework or specialized training in fire prevention, construction/building trades, fire protection systems or closely related field OR two years in the inspection or administration of related regulatory ordinances. Extra Help positions are limited to work 1,559 hours per fiscal year and are At-will. There are no benefits associated with extra help positions.

**IT CLIENT SPECIALIST I/II** **I: \$3,596-\$4,383 Monthly; II: \$4,192-\$5,109 Monthly** **FILING DEADLINE: 05/31/16**  
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 SYSTEMS TECHNICIAN I/II** **I: \$3,505-\$4,272 Monthly; II: \$4,071-\$4,962 Monthly** **FILING DEADLINE: 05/16/16**  
Daily maintenance, updates, Move/Add/Change requests to the County's DNS/DHCP systems; administration of the county's print server environment; assist in the daily operations of the County's data backup systems. Requires completion of the twelfth grade with additional vocational or technical courses in the operation and maintenance of network, telecommunication and electronic communication equipment. In addition the position requires two (2) years of experience in the installation, maintenance, troubleshooting and repair of varied software applications, workstation and server equipment. **Level II** requires an additional year of 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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TULARE COUNTY

**PATIENT ACCOUNTS REPRESENTATIVE I/II I: \$2,160 - \$2,632 Monthly; II: \$2,384 - \$2,906 FILING DEADLINE: 05/11/16**

Process health insurance and private pay billings on patient/client accounts; review of new patients to determine classifications of coverage to be billed such as private insurance, Medi-Cal, or Medicare. Requires twelfth grade, one year of experience billing patient third-party insurance accounts OR three years of responsible experience in processing patient accounts including Med-Cal, Medicare, and private pay processing. Level II: In addition to the Level I requirements, two years' experience billing and collecting patient accounts.

**SUPERVISING CIVIL CLERK-Bilingual & Non-Bilingual \$2,557-\$3117 Monthly\* FILING DEADLINE: 5/13/16**

Vacancy with the Sheriff's Department in Visalia. Plan, assign and supervise the work of staff engaged in receiving and processing civil subpoenas, civil process, garnishments, levies and related documents. Requires equivalent to completion of the twelfth grade, preferably supplemented with bookkeeping coursework AND two years of experience as a Civil Clerk in a Sheriff's Records Division OR four years of general clerical bookkeeping experience in a legal office. \*Bilingual positions may earn an extra fifty cents per hour.

### PROMOTIONAL RECRUITMENTS

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

**PROBATION DIVISION MANAGER \$5,825 - \$7,099 Monthly FILING DEADLINE: 5/09/16**  
**SUPERVISING PROBATION OFFICER \$5,023 - \$6,122 Monthly FILING DEADLINE: 5/09/16**

### 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.

**ATTORNEY, DISTRICT ATTORNEY I/II/III/IV \$56,412 – \$104,285 Annually**  
**COOK I/II/III I: \$2,087-\$2,544; II: \$2,305-\$2,809; III: \$2,495-\$3,041 Monthly**  
**EH AG & STANDARDS INSPECTOR AIDE \$11.30 Hourly**  
**LIBRARIAN II/III II: \$41,725 – 50,884 – III: \$46,136 – \$ 56,227 ANNUALLY**

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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