



Del Norte County Department of Health and Human Services Eligibility Specialist I/II*

Del Norte County Department of Health and Human Services is seeking enthusiastic applicants to fill its Eligibility Specialist I positions. Under close supervision and as part of a work team, the Eligibility Specialist classifications determine the eligibility of applicants and recipients for public assistance programs through interactive interviewing and fact gathering; maintain current knowledge of program regulations and procedures necessary for multi-program caseload administration; initiate and process casework through automated systems; identify needs and make appropriate referrals for health, social, and/or employment services; and perform related work as required. This full-time position will be located in Crescent City, California.

The Eligibility Specialist I supports the mission of the Department of Health and Human Services to respectfully promote the health, safety, self-sufficiency and well-being of children, families and individuals, creating hope for the future. Del Norte County strives to provide quality services through the various programs and services. The Department of Health and Human Services currently has a team of approximately 160 dedicated members serving Del Norte County residents.

For more information regarding the job of an Eligibility Worker, you are invited to watch this job preview at: <http://www.mss.ca.gov/SocialServicesPositions/EligibilityWorkerVideo>

Final Application Date: Friday, April 27,
2018 at 5:00 PM PST

MINIMUM QUALIFICATIONS

Pattern 1: One year full-time experience in an Eligibility Specialist Trainee classification in an Interagency Merit System (IMS) county;

OR

Pattern 2: One (1) year of full-time experience determining eligibility for health programs, loans, financial assistance, unemployment, or other benefits **and** two (2) years of clerical work involving public contact;



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OR

Pattern 3: Two (2) years of full-time experience determining eligibility for health programs, loans, financial assistance, unemployment, or other benefits;

OR

Pattern 4: Four (4) years of full-time clerical work involving public contact, interviewing, math computations, completion of forms or eliciting information from the public;

OR

Pattern 5: Graduation from an accredited four-year college or university.

Qualifying experience or education may be combined in order to meet the above requirements. When combining education and experience; fifteen (15) semester units or twenty-two (22) quarter units equals six months of experience.

PLEASE NOTE: Applicants who anticipate receiving their Bachelor's Degree within three months of the application deadline may apply, but will not be eligible for appointment until they have received their degree.

While the above requirements outline the minimum qualifications, applicants may be further evaluated for qualifications beyond those listed. Those applicants that are determined to be most highly qualified will be invited to participate in the next step of the selection process.

ADDITIONAL INFORMATION

- A valid driver's license may be required at the time of appointment and employees may also be required to drive their own car, provide proof of car insurance, and a DMV clearance. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.
- As a condition of employment, the County of Del Norte will require proof of ability to work in the U.S.
- Position may require pre-employment drug testing, physical, and fingerprinting for a background investigation.
- This recruitment will be used to fill full-time, part-time, and extra-help positions as vacancies occur.
- Government agencies accessing US government information, which include federal tax information must ensure that background investigation requirements for all agency employees and contractors that have access to federal tax information are consistent to the IRS background investigation requirements for access to federal tax information. A background check may be required if the position requires access to these types of records. Background requirements consist of three components which include, fingerprinting, citizenship verification and local law enforcement checks. State agencies must conduct investigation during time of hire and ensure a reinvestigation is conducted 10 years from the date of the previous background investigation for each employee that has access to federal tax information.
- *At the discretion of the Del Norte County Department of Health and Human Services and with the approval of Merit System Services, qualified candidates certified to the eligible list established by this exam may be appointed to the Eligibility Specialist II level if the appointee meets the Eligibility Specialist II minimum requirements. Salary for the II level is \$1,153 - \$1,402 bi-weekly.

VETERANS PREFERENCE

If you would like to request Veteran's preference points as part of the application packet, please submit a copy of your DD-214 form. Applicants must fax or email a copy of the DD-214 form to CPS HR at 916-648-1211 or mss@cpshr.us by the application deadline listed on the job bulletin.

SALARY RANGE

\$973 - \$1,182/bi-weekly

TENTATIVE EXAM DATES

Written Exam: Thursday, May 17, 2018

Oral Exam: Week of June 11, 2018

EXAMINATION INFORMATION

If supplemental questions are included as a part of this job bulletin, applicants may be rated based upon their responses to the supplemental questions. If rated, only those that are determined to be highly qualified will be invited to participate in the next step of the selection process.



BENEFITS

- Generous vacation and sick leave plans from the first year
- 13 paid holidays, plus three floating holidays per year
- Medical, dental, vision insurance with substantial employer paid contribution

SPECIAL TESTING ARRANGEMENTS

Special testing arrangements may be made to accommodate applicants for disability, military, or religious reasons. If you require such arrangements, please contact CPS HR Consulting at mss@cpsshr.us or 916-471-3507 upon notification that your application has been approved. Documentation from medical, military, school, or church officials outlining the accommodation request must be received by our office a minimum of five business days prior to a scheduled examination.

LEARN MORE

For further information about the position click here: https://secure1.cpsshr.us/mss_jobs/InfoListings.aspx

For more information about the job of an Eligibility Specialist, you are invited to review the information regarding the nature of work performed as an Eligibility Specialist: [Nature of Work Performed](#)

For further information about the application and selection process, foreign degree equivalency, etc. click here: <http://www.mss.ca.gov/>

ABOUT DEL NORTE COUNTY

Del Norte County, where the redwoods meet the sea, is located in the northwest corner of California along the Pacific Ocean and adjacent to the Oregon border. The substantially rural county is notable for forests containing coast redwoods, some over 350 feet tall. These redwoods are the tallest living things on Earth, dating back over 2,000 years. Notably, the County is located in one of the few rain forests in the temperate region. The County is home to a multitude of unique plants and flowers, coastal bird and fish species, rocky primitive beaches and sea stacks, pristine rivers, and historic lighthouses. Del Norte County is home to several fun ocean activities, including crustacean and salmon festivals, the world championship crab races, and the very popular longboard surf classic. Star Wars enthusiasts will also recognize the County as being the location of some of the forest scenes used in Return of the Jedi.



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HOW TO APPLY

Applicants must submit a completed online application, including any of the additional documents/materials indicated. Additional documents/materials are included in the online application. Apply online by logging onto https://secure1.cpshr.us/mss_jobs/JobListings.aspx and click "Apply Now!" for this position. **Note: Your application and any additional material become the property of CPS HR Consulting. Please make a copy for your file. This bulletin will not be available online after the application deadline.**

QUESTIONS AND CONTACT

CPS HR Consulting
Merit System Services Unit
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Sacramento, CA 95834
Website: www.mss.ca.gov
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