



# CONTRA COSTA COUNTY

## HUMAN RESOURCES DEPARTMENT

651 Pine Street, 2nd Floor • Martinez, CA 94553  
24-hour Job Hotline (925) 335-1700 • TTY or TDD (800) 735-2929  
[www.cccounty.us/depart/hr](http://www.cccounty.us/depart/hr)

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*A great place to live...*

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**FINAL FILING DATE: OCTOBER 1, 2010**

**ORAL INTERVIEW: To Be Announced**

## COMPREHENSIVE SERVICES ASSISTANT MANAGER - PROJECT

**Monthly Salary Range \$3,533 - \$4,295**

### THE POSITION

The Contra Costa County Employment & Human Services Department Community Services Bureau is offering an excellent employment opportunity as a Comprehensive Services Assistant Manager-Project and currently has 1 vacancy to fill. Under direction of the Comprehensive Services Manager-Project, this position assists in coordinating program services for Community Services Bureau programs, including the delivery of Head Start, Early Head Start, Child Development, Community Services Block Grant, Community Action Agency, Low Income Home Energy Assistance and/or Stage 2 programs.

The Comprehensive Services Assistant Manager-Project assists in monitoring client services program activities to ensure compliance with funding sources and regulations set forth by the policy council and local, state and federal guidelines. Positions in this class also prepare monthly reports, identify funding sources, assist in the preparation of funding applications and budgets, and supervise subordinate staff. Incumbents must be able to demonstrate intermediate proficiency with the full range of computer software in a Microsoft Windows environment.

**This classification is exempt from the Merit classified service and works in a project status.**

### MINIMUM QUALIFICATIONS

**License Required:** Possession of a valid California Motor Vehicle Operator License. Out of state valid motor vehicle operator's license will be accepted during the application process.

**Education:** Completion of at least 60 semester or 90 quarter units from an accredited college or university, which must have included at least 9 semester or 12 quarter units in Child Development, Early Childhood Education, Social Work, Business or Public Administration, Psychology and/or social science disciplines.

**All applicants must submit a copy of their official or unofficial transcripts showing completed qualifying course work along with their application. Applicants may scan transcripts and attach them to the application or fax transcripts to the Human Resources Department (Attn: Tresa Skrehot 9MS7) at (925) 335-1797 or mail them to 651 Pine Street, 2nd Floor, Martinez, CA 94553.**

**Experience:** Two (2) years of full-time (or the equivalent of full-time) experience working directly with clients or the public in a social service program or a private community based organization.

**Substitution for Education:** Additional qualifying experience of the type noted above may be substituted for the required education on a year-for-year basis to a maximum of one (1) year.

**NOTE:** As required by law, appointees to this class must successfully pass fingerprint and tuberculosis clearances and complete a current physical examination prior to appointment.

### SELECTION PROCESS

- 1. Application Filing:** Applicants are encouraged to apply on-line at [www.cccounty.us/hr](http://www.cccounty.us/hr), or, a completed Contra Costa County application must be received or postmarked by the final filing date listed above. Resumes may not be substituted for the official County application. An application may be obtained by visiting our office at 651 Pine St., 2nd floor, Martinez, CA 94553 or the County application can be mailed to you by sending a self-addressed stamped envelope to the above address. Please see the list of additional locations on "HOW TO APPLY" on the reverse side of this announcement.
- 2. Application Evaluation:** Depending on the number of applications received, an Application Evaluation Board may be convened to evaluate and select the best-qualified candidates for invitation to the next phase of the examination.
- 3. Oral Interview:** An oral interview will be conducted by a Qualifications Appraisal Board in Martinez, Ca. The Board will evaluate candidates in job-related areas. Candidates must receive a rating of at least 70 from a majority of the Board members to be ranked on the employment list. **(Weighted 100%)**

**The Human Resources Department may change the examination steps noted above in accordance with the Personnel Management Regulations and accepted selection practices.**

**OPEN ONLY: September 20, 2010 TS/sw**

**Exam Number: 9MS7-2010**

## COMPREHENSIVE SERVICES ASSISTANT MANAGER - PROJECT

### AN EQUAL OPPORTUNITY EMPLOYER

IT IS THE POLICY OF CONTRA COSTA COUNTY NOT TO DISCRIMINATE BECAUSE OF RACE, RELIGIOUS CREED, COLOR, NATIONAL ORIGIN, ANCESTRY, PHYSICAL OR MENTAL DISABILITY, MEDICAL CONDITION, MARITAL STATUS, SEX, AGE OR SEXUAL ORIENTATION

# BENEFITS & APPLICANT INFO

## CONTRA COSTA COUNTY

Contra Costa County's 750 square miles are located ideally near the San Francisco Bay Area. It has a temperate climate, beautiful geographical setting and shares in California's continuing growth. Over 850,000 residents reside in the varied suburban, industrial, agricultural and port areas of the County and enjoy outdoor recreational facilities ranging from boating, water skiing, fishing in the Bay and Delta waterways, to golfing, hiking, horseback riding and camping in Mt. Diablo State Park. Cultural resources include numerous local theatre, art and music centers as well as vast cultural and recreational resources in Oakland, San Francisco and the East Bay. Colleges include Saint Mary's, John F Kennedy University and three community colleges-Los Medanos (East County), Diablo Valley (Central County) and Contra Costa College (West County). The Berkeley Campus of the University of California is within an hour's drive from the County Seat of Martinez.

## EMPLOYMENT INFORMATION

**WHO MAY APPLY** - Applicants must possess the minimum qualifications by the final filing date. This information is given on the front of the job announcement. United States citizenship is not required unless specifically listed under the minimum qualifications. Contra Costa County is committed to providing equal employment opportunity and no person applying for employment shall be discriminated against on the basis of race, national origin, gender, disability, age, or other unlawful discrimination. It is the policy of the County to provide reasonable accommodation, when needed, for otherwise qualified disabled employees and applicants for employment.

If you have a mental or physical condition that may be protected by law and require special accommodation in the application or testing process, please contact Human Resources.

California Relay Service (CRS) is available for Hearing and Speech Impaired users. To relay a message from a text telephone type (TTY) or Text Deaf and Disabled (TDD) call 1 (800) 735-2929

**HOW TO APPLY** - Apply on-line at [www.cccounty.us/depart/hr](http://www.cccounty.us/depart/hr) If you do not have access to a personal computer, you can apply on-line at any of the 26 community libraries located throughout Contra Costa County. To access community library locations and hours of operation, please contact the Contra Costa County Library at 1-800-984-4636, or the Richmond Public Library at 510-620-6557. With a library card, you may also reserve a computer in advance by phoning the Contra Costa County Library or visiting the website <http://www.cclib.org/> and by visiting the Richmond Public Library website <http://www.ci.richmond.ca.us/index.asp?NID=105>. You may also apply on-line and receive a full range of services to help you find a job at any of the EASTBAY-Works One-Stop Career Centers. Visit their website at: <http://www.ehsd.org/work/work010.html>

Paper application forms may be obtained from the Human Resources Department, or by calling (925) 335-1700. Completed applications must be mailed to the Martinez office and must be postmarked no later than the filing date. Resumes are encouraged but may not be substituted for the official application form. It is the applicant's responsibility to meet final filing deadlines and late applications will be disqualified on that basis. All job announcements note the final filing date in the upper left hand corner. For applications and filing information call: (925) 335-1700.

**VETERANS' PREFERENCE CREDITS** - Veterans who have received an honorable discharge and disabled veterans may be allowed an additional 5% of their total earned score in an open examination (provided the exam is otherwise successfully completed). To obtain this credit, veterans MUST pro-

vide a DD214, which indicates honorable discharge, and if applicable, proof of disability, WITH EACH APPLICATION BEFORE THE FINAL FILING DATE.

**SENIORITY CREDITS** - Employees in promotional examinations for represented classifications may be allowed up to an additional 5% of their total earned score (provided the exam is otherwise successfully completed).

**HIRING PROCEDURES** - Employment lists are established by ranking candidates according to their overall scores in this examination. The candidates must be successful in each part of the examination. To fill each vacancy, the hiring department will request that names be certified from the employment list and will make a selection from this list. Employment lists remain in effect for two years except as otherwise determined by the Director of Human Resources. A pre-employment health examination may be required prior to employment. In compliance with the Immigration Reform and Control Act of 1986, individuals offered employment by Contra Costa County will be required to show documentation as proof of eligibility to work in the United States as a condition of employment.

## EMPLOYEE BENEFITS

**SALARY** - The starting salary is the first rate shown on the announcement. Advancement to the higher steps of the salary level is in accordance with Salary Resolutions of the Board of Supervisors.

**WORKING CONDITIONS** - Five days, 40 hours per week are the basic hours of employment. Time and one-half is paid for overtime for eligible employees and certain job classifications receive a 5% differential per hour for shift work.

**EARNED TIME OFF** - Holidays: An average of 13 holidays per year. Vacation: depending upon the classification in which employed, employees earn either two or three weeks vacation each year. Sick Leave: Twelve working days sick leave are accumulated each year; credits are accumulated indefinitely.

**AGENCY SHOP REQUIREMENTS** - Some job classifications are in collective bargaining units, the employees of which are required to join a union or pay an equivalent service fee.

**INSURANCE** - Eligible employees may select health and/or dental plans which include Health Maintenance Organization (HMO) and Preferred Provider Organization (PPO) options for employees and dependents. A term life insurance policy is included with any health and/or dental plan enrollment.

**RETIREMENT AND DEFERRED COMPENSATION** - The County retirement program includes the benefits under the County Employees Retirement Law of 1937 and Social Security. A deferred compensation plan is available at the employee's option.

**EMPLOYEE WELLNESS** - The Employee Wellness Program is a countywide health promotion program designed to support and promote the health and well being of County employees. Programs include: quarterly Wellness Program newsletters, health screenings and assessments such as blood pressure and body composition analysis, health fairs, voluntary quarterly blood drives, fitness and wellness challenges, and special classes and seminars on a variety of health topics.

**CREDIT UNION** - Offers systematic savings and loans at low interest.

**DRUG/SMOKE FREE WORKPLACE** - Contra Costa County is a smoke-free workplace. It is also an objective of Contra Costa County to achieve a drug-free County workplace. Any applicant for County employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the laws of the State, the rules governing County employment and the special trust placed in its employees



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