



CAREER OPPORTUNITIES

Week of February 11, 2019

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.

ACCOUNTANT I **\$3,873 - \$4,720 Monthly** **FILING DEADLINE: 02/21/19**
Current vacancy with the Tulare County Auditor, located in Visalia. Maintain departmental financial records, accounts, and claims using manual and automated systems, prepare accounting entries for revenue and expenditures, transfer of funds. Requires a Bachelor's degree in accounting or business administration, which included 15 semester hours in accounting.

COMMUNITY HEALTH TECHNICIAN **\$2,080 - \$2,535 Monthly*** **FILING DEADLINE: 02/12/19**
ENGLISH AND SPANISH BILINGUAL
One current vacancy, located in Visalia, with the Health and Human Services Agency. Interview clients to assess possible needs, develop care plans, identify risks and make referrals. Requires: Equivalent to completion of the twelfth grade supplemented by college courses in social sciences **AND** one year of experience in a community health or closely related program. *Bilingual positions receive an additional fifty cents per hour.

COOK I **\$2,215 - \$2,700 Monthly** **CONTINUOUS**
Multiple vacancies with the Sheriff's department, located in Visalia. Cook within an institutional setting. Some positions will supervise and train cooks and inmate staff in food preparation; perform cooking, baking and butchering tasks; order produces, meats and staples for jail feeding programs; prepare menus and special diets. Requires completion of High School and one year of paid food preparation experience. **This is a continuous recruitment which can be closed at any time without notice.**

COUNTY FINANCIAL TECHNICIAN **\$2,526 - \$3,078 Monthly** **FILING DEADLINE: 02/22/19**
Two current vacancies with the Tulare County Auditor located in Visalia. Review forms and records for accuracy, completeness and conformity to procedures along with other assigned duties. Requires completion of the twelfth (12th) grade and one (1) year of general financial record keeping experience **OR** completion of an approved full charge bookkeeper program **OR** other office support program from an accredited business/community college or adult school.

ENVIRONMENTAL HEALTH SPECIALIST I/II **I: \$3,999 - \$4,874; II: \$4,396 - \$5,358 Monthly** **FILING DEADLINE: 02/23/19**
One current vacancy in the Health and Human Services Agency in Visalia. Conducts inspections and investigations in the enforcement of environmental quality control and public health laws and regulations. Requires equivalent to graduation from an accredited college or university with major coursework in Environmental Health Science or possess alternate qualifications per Title 17, Article 1, Section 7941 of the California Administrative Code. **Level II:** One year of experience in an approved Environmental Health Program.

HUMAN RESOURCES SPECIALIST I/II **I: \$2,869 - \$3,497; II: \$3,320 - \$4,046 Monthly** **FILING DEADLINE: 02/14/19**
One current vacancy in the Human Resources and Development Department. Prepare and process documents to activate changes in insurance benefit programs including initial enrollments, terminations, changes in dependent coverage, premium payments, waivers of premiums, and beneficiary designations for new employees and during open enrollment. Requires: The completion of two years of college with major course work in public or business administration with two years of experience for Level I and three years for Level II working with automated payroll, HRIS or benefit systems such as ADP Enterprise HRIS, Workday and/or PeopleSoft.

IT PROGRAMMER ANALYST I/II **I: \$5,923 - \$7,218; II: \$6,440 - \$7,849 Monthly** **FILING DEADLINE: 03/08/19**
Two current vacancies with TCiCT (IT) department located in Visalia. Complex programming activities for a County wide electronic data processing system. Requires an AA degree in a computer related discipline **AND** two (2) years of experience in programming and systems software support. **II Level** requires five (5) years of experience in complex systems architecture, programming systems software and software support.

MENTAL HEALTH CASE MANAGER I/II **I: \$2,774 - \$3,381; II: \$3,062 - \$3,732 Monthly** **FILING DEADLINE: 02/13/19**
Two vacancies with the Health and Human Services Agency in Visalia. One vacancy will be filled as a bilingual. Provides supportive and direct services to mentally ill clients as outlined in the individual plan of care and directed by the primary clinician or treatment team. Requires completion of the twelfth grade **AND Level I:** Six months of experience in social services, mental health, or human services field which includes experience with teens or adults. **Level II:** Two years' experience equivalent to a Mental Health Case Manager I in Tulare County. Supplemental coursework in the behavioral, biological or social sciences, or community college certification in the areas of Human Services, Social Work, or Home Health Aide are desirable.

OFFICE ASSISTANT III **\$2,384 - \$2,906 Monthly** **FILING DEADLINE: 02/19/19**
To fill current and future vacancies. This recruitment will be used to establish an employment list to fill current and future vacancies Countywide. Performs a wide variety of general clerical duties related to assigned functional area and department type. Requires equivalent to completion of the twelfth grade, supplemented by specialized business, secretarial, and/or word processing courses **AND** one year of general clerical experience performing duties similar to those of an Office Assistant II, preferably with six months' experience in word processing operations. Self-certified typing speed of 50 corrected wpm.



CAREER OPPORTUNITIES

RISK MANAGEMENT ANALYST I/II

I: \$4,249 - \$5,178; II: \$4,674 - \$5,696 Monthly

FILING DEADLINE: 02/21/19

One current vacancy in the Risk Management division of the County Counsel's Office. Current vacancy is with the insurance and claims unit. Supports the Risk Manager with a wide variety of research, analysis and administrative duties. Requires graduation from and accredited college or university with a bachelor's degree in Risk Management, Public or Business Administration, Human Resources, Occupational Safety, Insurance or closely related field AND Level I: One year of professional analyst experience with emphasis in administrative and technical aspects of insurance, disability management or safety. Level II: Two years of increasingly responsible professional analyst experience. Possession of a Professional Disability Manager certification or Certificated Safety Professional (CPS) certification may be substituted for the educational requirement if applicable.

ROAD SUPERINTENDENT

\$5,181 - \$6,314 Monthly

FILING DEADLINE: 02/11/19

One current vacancy with the Tulare County Resource Management Agency. Plan work assignments and supervise staff in a Road Yard (District) in the construction and maintenance of County roads, bridges, culverts, and rights of ways. Make assignments on road related work directly to Assistant Road Superintendent; review work orders, blueprints and sketches with crews to clarify understanding of desired end result. Requires: equivalent to completion of twelfth grade and five years of related experience in road construction and maintenance work with at least two years in a supervisory or lead capacity equivalent to an Assistant Road Superintendent.

TRAFFIC CONTROL WORKER I/II

I: \$2,495 - \$3,040; II: \$2,838 - \$3,458 Monthly

FILING DEADLINE: 02/19/19

One current vacancy in the Resource Management Agency in Visalia. Fabricate street signs and install them, and assist in pavement striping and stenciling operations; prepare sign blanks and make new signs; use hand and power tools, sign plotter and spray equipment; perform regular sign maintenance; observe and report signs in need of repair. Requires equivalent to the completion of the twelfth grade. **In addition, Level II** will require one year of experience in the preparation and maintenance of road marking and traffic control signs equivalent to Traffic Control Worker I in the County of Tulare.

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 I-IV-DISTRICT ATTORNEY

\$59,859 - \$111,753 Annually

ATTORNEY I-IV- CIVIL ATTORNEY

\$61,759 - \$111,753 Annually

COOK I

\$2,215 - \$2,700 Monthly

EH - AGRICULTURAL & STANDARDS INSPECTOR AIDE

\$12.34 - Hourly

IT CLIENT SPECIALIST I/II

\$3,817 - \$5,422 Monthly

PROBATION CORRECTIONAL OFFICER I

\$3,099 - \$3,777 Monthly

PROBATION OFFICER I

\$3,333 - \$4,062 Monthly

Additional employment opportunities available with the Sheriff's Department and the Health & Human Services Agency (HHS). 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

833 S. Akers Street

Visalia, CA 93277

Business: (559) 802-9495 or 1-800-757-9907

Fax: (559) 740-4450

Website: <http://www.tularecounty.ca.gov/sheriff/index.cfm/recruitment>

Tulare County Health and Human Services Agency (HHS)

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.