

# County of Santa Cruz

INVITES YOU TO APPLY FOR:



## EMPLOYMENT & TRAINING SPECIALIST II

Supplemental Questionnaire Required

Open and Promotional  
Job # 24-SH1-01

Salary: \$5,848 – 7,399 / Month

Closing Date: Friday, August 23, 2024

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### County Equity Statement

*Equity in action in Santa Cruz County is a transformative process that embraces individuals of every status, providing unwavering support, dignity, and compassion.*

*Through this commitment, the County ensures intentional opportunities and access, fostering an environment where everyone can thrive and belong.*

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**THE JOB:** Under general supervision, provide case management services to program participants, which includes conducting thorough assessments to determine strengths, needs, goals, and barriers to employment; develop individual employment plans; refer participants to employment and training opportunities; authorize supportive services; monitor program participation; complete required paperwork and documentation; and perform other work as required. **The list established will be used to fill the current vacancy and it may also be used to fill other vacancies during the life of the eligible list.**

**The option for remote work may be available based on the type of work and operational needs, upon successful completion of probation.**

**THE REQUIREMENTS:** Any combination of training and experience that would provide the required knowledge and abilities is qualifying. A typical way to obtain these knowledge and abilities would be:

One year of experience in career, vocational or employment counseling. A Masters Degree in Vocational Rehabilitation, Counseling, Industrial Psychology or a closely related field may be substituted for six months of the required experience.

**Special Requirements: License Requirements:** Possession of a valid California Class C Driver License, or the ability to provide suitable transportation which is approved by the appointing authority. **Background Investigation:** Some positions may require fingerprinting. **Other Special Requirements:** Some positions may require the use of a personal vehicle; some positions may require working weekends and/or after hours.



**Knowledge:** Working knowledge of interviewing and counseling techniques; fundamental principles of human behavior; record keeping methods; effective case management techniques; community resources and programs to assist clients; group dynamics; career, vocational and employment counseling techniques; employment and training programs and related community resources; hiring trends and practices of private and public sector employers; common occupational titles, the usual minimum qualifications, training and/or experience required in order to secure employment in those occupations; resources available for military veterans may be required for some positions; and available community programs/services to assist clients in overcoming employment barriers and becoming job ready. Some knowledge of career planning practices and techniques; and employment counseling tools including interest and vocational assessments.

**Ability to:** Interview persons from various backgrounds, to obtain information concerning their employment skills, work readiness needs and occupational goals; identify and assess needs and barriers to employment and develop meaningful employment plans that meet requirements and identify supportive services needs; implement client employment plans through referral to appropriate programs and services; conduct follow-up with clients, service providers and employers to monitor attendance, evaluate progress and take necessary case actions; prepare reports, forms, plans and agreements; interpret, explain and apply complex Federal and State regulations; maintain a large caseload of participants; establish and maintain cooperative working relationships with others; plan and schedule work effectively; effectively utilize community and agency partners; input, access and analyze data using a computer according to procedures and within mandated timeframes; design and conduct individual and/or group activities to improve job readiness of clients; work with employers to develop employment opportunities; and determine and authorize necessary supportive services for clients.

**THE EXAMINATION:** Your application and supplemental questionnaire will be reviewed to determine if you have met the education, experience, training and/or licensing requirements as stated on the job announcement. If you meet these criteria and are one of the best qualified, you may be required to compete in any combination of written, oral and/or performance examinations or a competitive evaluation of training and experience as described on your application and supplemental questionnaire. You must pass all components of the examination to be placed on the eligible list. The examination may be eliminated if there are ten or fewer qualified applicants. If the eligible list is established without the administration of the announced examination, the life of the eligible list will be six months and your overall score will be based upon an evaluation of your application and supplemental questionnaire. If during those six months it is necessary to administer another examination for this job class, you will be invited to take the examination to remain on the eligible list.

**HOW TO APPLY:** Apply online at [www.santacruzcountyjobs.com](http://www.santacruzcountyjobs.com) or mail/bring an application and supplemental questionnaire to: Santa Cruz County Personnel Department, 701 Ocean Street, Room 510, Santa Cruz, CA 95060. For information, call (831) 454-2600. Hearing Impaired TDD/TTY: 711. Applications will meet the final filing date if received: 1) in the Personnel Department by 5:00 p.m. on the final filing date, 2) submitted online before midnight of the final filing date.

**Women, people of color and people with disabilities are encouraged to apply. If you have a disability that requires test accommodation, please call (831) 454-2600.**

To comply with the 1986 Immigration Reform and Control Act, Santa Cruz County verifies that all new employees are either U.S. citizens or persons authorized to work in the U.S.

Some positions may require fingerprinting and/or background investigation.

## **EMPLOYMENT & TRAINING SPECIALIST II – SUPPLEMENTAL QUESTIONNAIRE**

The supplemental questions are designed specifically for this recruitment. Applications received without the required supplemental information will be screened out of the selection process. Employment experiences referred to in your response must also be included in the Employment History section of the application.

**NOTE: Please answer the question(s) below as completely and thoroughly as possible, as your answer(s) may be used to assess your qualifications for movement to the next step in the recruitment process.**

1. Describe your experience with career, vocational or employment counseling. Include in your answer
  - a) techniques or instruments used in assisting client(s) to reach employment goals
  - b) the scope of your responsibility
  - c) the amount of time in each position.
2. Describe your experience with computer software programs, databases, word processing and spreadsheets. Include the type of function you performed and your level of proficiency.

### **EMPLOYEE BENEFITS:**

**ANNUAL LEAVE** – 22 days first year, increasing to 37 days after 15 years of service. Available for vacation and/or sick leave.

**HOLIDAYS** – 14 paid holidays per year.

**BEREAVEMENT LEAVE** – 3 days paid in California, 5 days paid out-of-state.

**MEDICAL PLAN** – The County contracts with CalPERS for a variety of medical plans. For most plans, County contributions pay a majority of the premiums for employees and eligible dependents.

**DENTAL PLAN** – County pays for employee and eligible dependent coverage.

**VISION PLAN** – County pays for employee coverage. Employee may purchase eligible dependent coverage.

**RETIREMENT** – Pension formula 2% at age 60 or 2% at age 62 as determined based on provisions of the CA Public Employees' Pension Reform Act of 2013(PEPRA). Pension benefit determined by final average compensation of three years. County participates in Social Security.

**LIFE INSURANCE** – County paid \$20,000 term policy. Employee may purchase additional life insurance.

**DISABILITY INSURANCE** – Employees in the General Representation Unit participate in the State Disability Insurance (SDI) program. This program is funded 100% by employee payroll deductions.

**DEPENDENT-CARE PLAN** – Employees who make contributions for child or dependent care may elect to have their contributions made utilizing "pre-tax dollars."

**H-CARE PLAN** – Employees who pay a County medical premium may elect this pre-tax program.

**HEALTH CARE FLEXIBLE SPENDING ALLOWANCE (HCFA)** – Employees may elect this pre-tax program to cover qualifying health care expenses.

**DEFERRED COMPENSATION** – A deferred compensation plan is available to employees.

**Note: Provisions of this bulletin do not constitute an expressed or implied contract.**

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[www.santacruzcountyjobs.com](http://www.santacruzcountyjobs.com)