



The Department of Personnel Services, Employment Services Division announces the exam for:

**Human Services Specialist Level I/II (with Special Skills)**

*Exam # 28837-C*

**Approximate Monthly Salary: \$3,967.20 - \$5,447.94**

**DESCRIPTION**

Under general supervision, Human Services Specialist Level I/II performs duties in the provisions of public assistance benefits and/or basic employment services to customers and facilitates referrals to available resources, and/or applies regulations and procedures to determine eligibility for one or more public assistance programs. Interfaces and coordinates with other department staff to provide customer services or to provide or clarify information.

**MINIMUM QUALIFICATIONS**

**Either:** Successful completion of 60 semester or 90 quarter units from an accredited college or university with 24 semester or 36 quarter units in Social Work, Sociology, Psychology, Counseling or other field closely related to the intent of the class.

**Or:** Two years of full-time, paid experience with responsibility for one or more of the following: obtaining and recording factual information; explaining rules, regulations, policies, or procedures; decision making based on complex rules and regulations; and/or written and financial record keeping at a clerical or higher level.

**NOTE:** Related fields above may include Behavioral Science, Child Development, Community Health Education, Cultural Anthropology, Ethnic Studies, Family Studies, Gerontology, Human Development, Mental Health, and Public Health.

**Please refer to job announcement for cut-off dates.**

**(Final cut-off is at 5:00 PM on February 5, 2021)**

**Please see job announcement for important testing information.** This communication is a courtesy announcement only and is not meant to replace the full job announcement. Please view the official job announcement for all requirements and testing information. The full job announcement and online application is available for viewing on our website at [www.saccountyjobs.net](http://www.saccountyjobs.net).