

PROMOTIONAL

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CIVIL SERVICE COMMISSION  
COUNTY OF MADERA  
ANNOUNCEMENT OF EXAMINATION

SENIOR NUTRITION ASSISTANT - BILINGUAL -  
PROMOTIONAL

\$2712 - \$2848 - \$2990 - \$3140 - \$3297/Month

**POSITION:**

Essential

Functions: Lead, oversee, and participate in the more complex and difficult work of staff responsible for assisting with health and nutritional services in the Women, Infants, and Children (WIC) Division of the Public Health Department.

**APPLICATION:**

Apply: Department of Human Resources, 4<sup>th</sup> Floor  
200 West 4<sup>th</sup> Street, Madera, California 93637  
Phone: (559) 675-7705 or TDD Telephone: (559) 675-8970  
24-Hour Job Line: (559) 675-7697  
Website: www.madera-county.com

**FINAL FILING DATE: NOVEMBER 12, 2009** (Official applications must be received by 5:00 P.M. on the final filing date. Postmarks not accepted. Faxed application materials may be accepted under certain circumstances and with prior authorization of the Department of Human Resources. Application materials authorized to be received by facsimile will require that the applicant submit an application with original signature prior to the date of the examination.) Candidates who attain ranking on an eligible list and are involuntarily called to active duty may be considered for eligibility reinstatement upon their return. For additional information, please contact the Department of Human Resources.

**PHYSICAL:**

As a condition of employment with the County of Madera, a candidate must pass an employment medical examination, and review of medical history given by the County Health Department and/or health care professional designated by the County.

**EXAMINATION PROCESS:**

A qualifications appraisal for the purpose of appraising the candidate's education, experience, and personal qualifications will be scheduled for those candidates who meet the minimum qualifications, and may be administered either by a written examination, oral interview, evaluation of education and experience, or any combination of qualifications appraisal determined by the Department of Human Resources to be appropriate. The Civil Service Commission may limit the number of qualified applicants eligible to participate in the examination process. If two or more candidates have the same total final grade on an examination, they may be ranked in order of their scores in that portion of the examination which has the greatest weight. In case this fails to break the tie, they may be ranked in the order of filing applications. ***\*Note: you will be required to submit verification of your identity and citizenship or legal right to work in the United States at the time of and as a condition of an offer of employment.***

The Department of Human Resources will make reasonable accommodation in the examination process for disabled applicants. If you have special needs, please indicate such on your application.

Madera County does not discriminate on the basis of race, religious creed, color, national origin, ancestry, disability, medical condition, marital status, sexual orientation, sex, or age, in any of its programs or activities.

**EQUAL OPPORTUNITY EMPLOYER**

## **QUALIFICATIONS:**

- Knowledge of:
- Principles of nutrition and dietary control.
  - Modern office practices, methods, and computer equipment.
  - General clerical and receptionist skills.
  - Principles and techniques of record keeping.
  - Basic mathematical principles.
  - English usage, spelling, grammar, and punctuation.
  - Sound health practices.
  - Policies and procedures of the assigned department or unit.
  - Rules, regulations, and general eligibility requirements for the State WIC program.
  - Principles and techniques of education and counseling.
  - Principles of staff development and training.
  - Methods and techniques of breastfeeding.
- Skill to:
- Operate a motor vehicle safely.
  - Operate modern office equipment including computer equipment.
- Ability to:
- Deal tactfully and courteously with the public and other County staff when providing services.
  - Communicate clearly and concisely, both orally and in writing.
  - Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.
  - Provide training and lead supervision in nutritional practices and clinic procedures to staff.
  - Plan, organize, and review the work of assigned staff.
  - Independently perform general clerical work including the preparation and maintenance of appropriate records and reports.
  - Perform the full range of duties in the assigned department or unit.
  - Work independently with minimal guidance or supervision.
  - Assist with the operation and preparation for clinical services.
  - Assemble and collect information for preparing various reports.
  - Provide information to clients on proper health practices.
  - Effectively represent County nutritional services to the clientele served and other government agencies.
  - Understand and follow oral and written instructions.
  - Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to the WIC program.

## **EXPERIENCE AND TRAINING GUIDELINES:**

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

***THREE (3) YEARS OF RESPONSIBLE EXPERIENCE COMPARABLE TO THAT OF A NUTRITION ASSISTANT III WITH MADERA COUNTY, ONE (1) YEAR OF WHICH MUST HAVE BEEN GAINED AT THE NUTRITION ASSISTANT II, OR EQUIVALENT, LEVEL; AND EQUIVALENT TO THE COMPLETION OF THE TWELFTH GRADE; AND POSSESSION OF, OR ABILITY TO OBTAIN, AN APPROPRIATE, VALID CALIFORNIA DRIVER'S LICENSE; AND POSSESSION OF A VALID CERTIFICATION AS A WIC NUTRITION ASSISTANT ISSUED BY THE CALIFORNIA DEPARTMENT OF HEALTH SERVICES; AND REQUIRES THE ABILITY TO SPEAK, READ, AND WRITE IN BOTH SPANISH AND ENGLISH; AND MUST POSSESS PERMANENT STATUS AS AN EMPLOYEE OF MADERA COUNTY.***

## **SPECIAL REQUIREMENTS:**

Essential duties may require the following physical skills and work environment:

Ability to sit, stand, walk, kneel, and lift 40 lbs.; ability to travel to different sites and locations.

***For additional information, the full job description is available for review by contacting the Human Resources Department at (559) 675-7705 or by visiting [www.madera-county.com](http://www.madera-county.com).***

**SEE NEXT PAGE FOR ADDITIONAL INFORMATION**

**BENEFITS:**

Benefits of employment with the County of Madera include 13 paid holidays per year; 1 sick leave day per month (unlimited accrual); 2 weeks paid vacation after 1 year, vacation accrual increasing thereafter with years of service (45 days maximum accrual); membership in the Public Employees' Retirement System (PERS), including an enhanced 2.7% @ 55 retirement benefit formula; County participates in the Public Employees' Retirement System Health Benefit Program and for certain selected health plans, the County pays 100% of health insurance premium for employee and 50% for either two-party or dependent coverage; additional salary increases after 10, 15, and 20 years of service.

Senior Nutrition Assistant-Bilingual-Promotional

October 27, 2009  
(09-032)

**THE PROVISIONS OF THIS JOB BULLETIN DO NOT CONSTITUTE AN EXPRESSED OR IMPLIED CONTRACT. THE COUNTY OF MADERA RESERVES THE RIGHT TO MAKE NECESSARY MODIFICATIONS TO THE EXAMINATION PLAN. SUCH REVISIONS WILL BE IN ACCORDANCE WITH COUNTY CIVIL SERVICE STANDARDS. QUESTIONS REGARDING THIS ANNOUNCEMENT MAY BE DIRECTED TO THE MADERA COUNTY DEPARTMENT OF HUMAN RESOURCES.**