

CALIFORNIA STATE GOVERNMENT • AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER —
EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN,
ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION,
AGE OR SEXUAL ORIENTATION.



PROMOTIONAL EXAMINATION FOR CALIFORNIA STATE EMPLOYEES

DISABILITY EVALUATION SERVICES ADMINISTRATOR II

DEPARTMENTAL PROMOTIONAL FOR: CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

POSITIONS EXIST	Covina, Fresno, Los Angeles, Oakland, Roseville, Sacramento, San Diego, and Stockton
WHO SHOULD APPLY	<p>This is a departmental promotional examination for the Department of Social Services.</p> <ol style="list-style-type: none">1. Applicants must have a permanent civil service appointment with the Department of Social Services as of the final filing date, in order to participate in this examination; or2. Must be a current or former employee of the Legislature for two or more years as defined in Government Code Section 18890; or3. Must be a current or former non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code Section 18992; or4. Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code Section 18991. <p>For applicants under items 2, 3, or 4, if promotional examinations are given by more than one department for the same classification, the applicant must select one department in which to compete. If applicable, submit a copy of the DD214 or other official discharge documents.</p>
HOW TO APPLY	<p>Applications (STD 678) are available and may be filed in person with the California Department of Social Services, Personnel Bureau, Examination Unit, 744 P Street, MS 8-15-59, Sacramento, CA 95814 or mailed to the California Department of Social Services, Personnel Bureau, Examination Unit, P. O. Box 944243, Sacramento, CA 94244-2430. Please indicate examination title on your application. Applications received without an examination title will not be accepted and will be returned. DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD.</p>
CROSS FILE - TWO CLASSES	<p>If you meet the entrance requirements for this class and for the Disability Evaluation Services Administrator III, which has the same final file date, you may file for both examinations on the same application.</p>
APPLICATION DEADLINE	<p>FINAL FILE DATE: OCTOBER 13, 2009 Applications (STD 678) must be POSTMARKED by the final file date. Applications postmarked, personally delivered, or received via interoffice mail after the final file date will not be accepted for any reason.</p>
SPECIAL TESTING ARRANGEMENTS	<p>If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.</p>
REQUIRED IDENTIFICATION	<p>NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.</p>

SEE NEXT PAGE FOR ADDITIONAL INFORMATION

**DISABILITY EVALUATION SERVICES ADMINISTRATOR II
KH32 - 8425**

**FINAL FILE DATE: OCTOBER 13, 2009
EXAM CODE: 9BP7601**

QUALIFICATIONS APPRAISAL INTERVIEW	It is anticipated that interviews will be conducted in DECEMBER 2009/JANUARY 2010 . Ordinarily, these are scheduled in Sacramento, Oakland, Fresno, Los Angeles, and San Diego. However, locations of interviews may be changed as conditions warrant.
SALARY RANGE	\$5576 - \$6727 per month
ELIGIBLE LIST INFORMATION	A departmental promotional eligible list will be established for the Department listed above. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	<p>It is your responsibility to make sure you meet the education and/or experience requirements by the final file date. Your signature on your application indicates that you read, understood, and possess the basic qualifications required.</p> <p>Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, "or" II, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.</p>
MINIMUM QUALIFICATIONS	<p style="text-align: center;">Either I</p> <p>One year of experience performing the duties of a Disability Evaluation Services Administrator I; or two years of experience performing the duties of a Disability Evaluation Analyst III.</p> <p style="text-align: center;">Or II</p> <p>Experience: Four years of experience in the medical and vocational evaluation of adult and childhood physical and mental impairments and disease processes which must have included three years in a supervisory capacity. (Experience in the California state service applied toward this requirement must be performing the duties of a class with a level of responsibility equivalent to that of Disability Evaluation Analyst III.) (Experience that is limited to the determination of eligibility for financial assistance or to the placement of persons without employment handicaps is not considered qualifying experience.) Graduate work in disability determination, rehabilitation counseling, social work, or psychology may be substituted for the required general experience on a year-for-six-months basis to a maximum of one year. and</p> <p>Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)</p>
SPECIAL PERSONAL CHARACTERISTICS	Demonstrated ability to act independently with objectivity, flexibility, and tact.
THE POSITION	Incumbents organize, direct, and coordinate the activities of a staff of 60 - 90 professional and support staff, including a minimum of 40 professional staff. These functions may occur in the line operations component of a field branch; or a major field program with statewide responsibility; or a component providing program services or policy/procedure development for statewide operations.
EXAMINATION INFORMATION	This examination will consist of a Qualifications Appraisal Interview weighted 100%. The interview will consist of a number of pre-determined, patterned, job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in the interview. COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.

EXAMINATION
INFORMATION
(CONTINUED)

QUALIFICATIONS APPRAISAL INTERVIEW - WEIGHTED 100%

SCOPE

Knowledge of:

1. Practices in the interpretation of medical reports, psychological tests, and laboratory studies.
2. Vocational implications of physical and mental impairments and disease processes.
3. Medical terminology.
4. Provisions of the Welfare and Institutions Code, Social Security Act, and other related State and Federal laws, rules, and regulations pertaining to medical and legal responsibilities in the evaluation and adjudication of claims for disability benefits.
5. Philosophy, trends, procedures, methods, and techniques used in the supervision and administration of disability claims development and adjudication.
6. Research methods.
7. Principles of supervision, consultation, training and staff development, budget analysis, and personnel management.
8. Principles of organization, administration, and management.
9. A manager's/supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment which is free of discrimination and harassment.

Ability to:

1. Organize and direct the work of others.
2. Analyze situations accurately and take effective action.
3. Utilize and apply effectively technical knowledge and skills.
4. Establish and maintain cooperative working relationships with a variety of public and private organizations, institutions, agencies, and individuals.
5. Communicate effectively.
6. Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

VETERANS
PREFERENCE

Veterans preference credit is not granted in promotional examinations.

GENERAL INFORMATION

Americans with Disabilities Act, Title II: The California Department of Social Services (CDSS) is committed to a strong policy of equal employment opportunity. To this end, CDSS does not discriminate against or exclude any person from participating in the employment process, advancement, benefits of employment, or in the admission and access to programs or activities administered by CDSS on the basis of: race; color; national origin; ancestry; religion; creed; sex; marital status; sexual orientation; pregnancy; age; veteran status; political affiliation; or disability (including AIDS) as required by Title II of the Americans with Disabilities Act (ADA). Reasonable accommodations for qualified individuals with disabilities will be made available upon request.

It is the candidate's responsibility to contact the California Department of Social Services three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature it is the candidate's responsibility to contact the California Department of Social Services, Personnel Bureau, at (916) 657-1762 or CALNET 437-1762 three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

(CONTINUED ON NEXT PAGE)

GENERAL INFORMATION (Continued)

Applications are available at State Personnel Board offices, local offices of the Employment Development Department and the Department noted on the front.

If you meet the requirements stated on the bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The California Department of Social Services and the State Personnel Board reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, Oakland, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees (*i.e., former Department employees or current employees on TAU, T&D, and LT status*) may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at State Personnel Board offices.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. Investigation may be made of employment records and personal history and fingerprinting may be required.

Criminal Record Clearance Information: Some positions, within various divisions of the California Department of Social Services, are subject to fingerprinting and criminal records check requirements. This check will be completed by the Department of Justice. Applicants will be notified during the hiring process if the position is affected by the criminal records clearance procedure. Criminal record clearance is a condition of employment in positions affected by this procedure.

Interview Scope: If an interview is conducted, in addition to the scope described on the bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES P.O. BOX 944243 SACRAMENTO, CA 94244-2430

If deaf or hearing impaired, call the California Relay Service - From TDD phones: 1-800-735-2929
From voice phones: 1-800-735-2922

TTY telephone number: Sacramento (916) 653-5457; CALNET 453-5457

TTY is Telecommunications Typewriter and is reachable only from phones equipped with a TTY/TDD Device.