



CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

SOCIAL SERVICE CONSULTANT II SOCIAL SERVICE CONSULTANT III

SUPPLEMENTAL APPLICATION

The purpose of the Supplemental Application examination is to provide you an opportunity to demonstrate significant aspects of your qualifications for SOCIAL SERVICE CONSULTANT II AND III with the California Department of Social Services (CDSS).

The information you provide will be rated based on objective criteria created by Subject Matter Experts. The rating will be used to determine your final score in this examination and an employment list will be established for those candidates who attain a passing score. The employment list has a list life of 12 months and will be used by CDSS to fill vacant positions.

The Supplemental Application will account for 100% of the weight of your examination. Therefore, please be sure to follow the instructions carefully as missing or incomplete information will not be scored. Your responses are subject to verification, and should be an accurate reflection of your experience, education, and training.

Please submit a standard State Application (STD.678) along with this Supplemental Application. The State Application can be obtained at the following site: <http://jobs.ca.gov/pdf/std678.pdf>

FILE BY MAIL:

California Department of Social Services
Personnel Bureau, Exam Unit, MS 8-15-58
PO Box 944243
Sacramento, CA 94244-2430

FILE IN PERSON:

California Department of Social Services
Personnel Bureau, Exam Unit
744 P Street, OB 8, 15th Floor
Sacramento, CA 95814

THIS AFFIRMATION MUST BE COMPLETED

I hereby certify and understand that the information provided by me on this assessment is true and complete to the best of my knowledge and contains no willful misrepresentation or falsifications. I also understand that if it is discovered that I have made any false representations, I will be removed from the list resulting from this examination and may not be allowed to compete in future examinations for State employment. If already hired from the result of this examination, I may have adverse action taken against me, which could result in dismissal.

I have read and understand the information given above.

Name (Printed): _____

Signature: _____

Date: _____

**Social Service Consultant II & III
Supplemental Application**

SECTION I: COMMUNICATION SKILLS

- Communicate effectively and write clear, accurate and concise reports.
- Review and edit written reports.
- Appear before groups and communicate effectively.
- Participate effectively in conferences and interviews and establish and maintain effective working relationships (i.e., state, county, and community level agencies).

INSTRUCTIONS: Using the rating scale provided below, please indicate your level of experience for each task statement by placing an "X" in the corresponding column. In responding to each statement you may refer to your FORMAL EDUCATION, FORMAL TRAINING, and WORK EXPERIENCE whether paid or volunteer.

Level of Experience

Definition of Levels:

Extensive Experience: Over 4 years of experience performing this task.

Moderate Experience: 3 - 4 years of experience performing this task.

Basic Experience: 2 - 3 years of experience performing this task.

Limited Experience: 1 - 2 years of experience performing this task.

Minimal Experience: Less than 1 year of experience performing this task.

Extensive Experience

Moderate Experience

Basic Experience

Limited Experience

Minimal Experience

SAMPLE: Choose only one (1) response per statement.

X

1	Experience effectively communicating with individuals and groups.					
2	Experience preparing reports related to the functioning and needs of children and families.					
3	Experience preparing reports related to policy interpretation, research findings or program reviews.					
4	Experience reviewing and editing written reports.					
5	Experience writing agency policy or procedures.					
6	Experience preparing evaluations or assessments related to the functioning and needs of children and families.					
7	Experience participating in multidisciplinary groups related to services for children and families.					
8	Experience in interpretation of regulations and implementation.					
9	Experience resolving client complaints.					
10	Experience in tribal engagement.					
11	Experience collaborating with legal and other governmental entities for pending or settled lawsuits related child welfare.					
12	Experience with writing public documents and correspondence to high level management and community leaders.					
13	Experience in recruitment, retention and training of staff.					

SECTION II: PROGRAM PLANNING AND ORGANIZATION

- Research methods as applied to social work.
- Reach practical and logical conclusions and put into practice effective changes.
- Perform research studies in the field of public social service.
- Plan, organize, and direct/coordinate the work of others.
- Analyze situations accurately and take effective action.
- Perform as a highly trained member of an administrative task force.

INSTRUCTIONS: Using the rating scale provided below, please indicate your level of experience for each task statement by placing an "X" in the corresponding column. In responding to each statement you may refer to your FORMAL EDUCATION, FORMAL TRAINING, and WORK EXPERIENCE whether paid or volunteer.

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Extensive Experience

Moderate Experience

Basic Experience

Limited Experience

Minimal Experience

14	Experience collecting and interpreting research on social services program data.					
15	Experience conducting research on social services program data.					
16	Experience performing program analysis.					
17	Experience with multiple funding sources.					
18	Experience implementing program policy and procedures.					
19	Experience analyzing legislation and its potential impact on existing programs.					
20	Experience providing technical assistance or consultation.					
21	Experience developing action plans.					
22	Experience participating as a program expert on an administrative task force or work group.					
23	Experience working with specific ethnic group issues.					
24	Experience in statewide reviews leading to system improvement.					
25	Experience interpreting or analyzing social services program data on a computerized data base for the purpose of generating good practice guidelines and/or policy.					
26	Experience as a trainer or presenter.					

SECTION III: FAMILY AND CHILDREN'S SERVICES

- Principles, practices, and techniques used in the administration of public social services and child welfare programs.
- The provisions of Welfare and Institutions Code, the Social Security Act, and other related State and federal rules, regulations, and laws pertaining to public social service programs.
- Interpret the provisions of the Welfare and Institutions Code.

INSTRUCTIONS: Using the rating scale provided below, please indicate your level of experience in <u>both categories</u> for each statement by placing an "X" in the corresponding column(s). In responding to each statement you may refer to your FORMAL EDUCATION, FORMAL TRAINING, and WORK EXPERIENCE whether paid or volunteer.		Direct Services					Policy Analysis and Program Administration				
Definition of Levels: <u>Extensive Experience:</u> Over 4 years of experience <u>Moderate Experience:</u> 3 - 4 years of experience <u>Basic Experience:</u> 2 - 3 years of experience <u>Limited Experience:</u> 1 - 2 years of experience <u>Minimal Experience:</u> Less than 1 year of experience		<u>Extensive Experience</u>	<u>Moderate Experience</u>	<u>Basic Experience</u>	<u>Limited Experience</u>	<u>Minimal Experience</u>	<u>Extensive Experience</u>	<u>Moderate Experience</u>	<u>Basic Experience</u>	<u>Limited Experience</u>	<u>Minimal Experience</u>
<i>Rate your experience in relation to the below client groups and program areas:</i>											
SAMPLE: Choose only one (1) response per statement for each category		X					X				
27	Medi-Cal/Affordable Health Care										
28	Mental Health Services										
29	Early diagnostic screening and prevention tools										
30	Related or non-related caregivers for children in out-of-home care										
31	Family Preservation Services										
32	Child abuse prevention/treatment services										
33	Child welfare services										
34	Family Violence Services										
35	Substance abuse prevention or treatment										
36	Delinquency prevention services										
37	Children in out of home placements										
38	Child development programs										

SECTION III: FAMILY AND CHILDREN'S SERVICES
(Continued)

INSTRUCTIONS: Using the rating scale provided below, please indicate your level of experience in <u>both categories</u> for each statement by placing an "X" in the corresponding column(s). In responding to each statement you may refer to your FORMAL EDUCATION, FORMAL TRAINING, and WORK EXPERIENCE whether paid or volunteer.		Direct Services					Policy Analysis and Program Administration				
Definition of Levels: <u>Extensive Experience:</u> Over 4 years of experience <u>Moderate Experience:</u> 3 - 4 years of experience <u>Basic Experience:</u> 2 - 3 years of experience <u>Limited Experience:</u> 1 - 2 years of experience <u>Minimal Experience:</u> Less than 1 year of experience		<u>Extensive Experience</u>	<u>Moderate Experience</u>	<u>Basic Experience</u>	<u>Limited Experience</u>	<u>Minimal Experience</u>	<u>Extensive Experience</u>	<u>Moderate Experience</u>	<u>Basic Experience</u>	<u>Limited Experience</u>	<u>Minimal Experience</u>
Continue rating your experience in relation to the below client groups and program areas:											
39	Programs for Indian families and children										
40	Non minor dependents										
41	Indian Child Welfare Act (ICWA)										
42	Pregnant minors and parenting teens										
43	Juvenile probation population										
44	Medically fragile children										
45	Adolescent services, including Commercially Sexually Exploited Children (CSEC) and Lesbian, Bisexual, Gay, Transgender, Questioning (LBGTQ)										
46	Emancipating youth programs										
47	After Care Services										
48	Recruitment and training of adoptive and or foster families										
49	State or County licensing of children facilities										
50	Adoption laws and regulations										
51	Permanency Services										

SECTION IV: INTERRELATIONSHIPS OF AGENCIES RELATED TO FAMILY AND CHILDREN SERVICES

- Community resources and social organizations.
- Scope of activities of public and private social service agencies.

INSTRUCTIONS: Using the rating scale provided below, please indicate your level of experience for each task statement by placing an "X" in the corresponding column. In responding to each statement you may refer to your FORMAL EDUCATION, FORMAL TRAINING, and WORK EXPERIENCE whether paid or volunteer.		Level of Experience				
Definition of Levels: <u>Extensive Experience:</u> Over 4 years of experience performing this task. <u>Moderate Experience:</u> 3 - 4 years of experience performing this task. <u>Basic Experience:</u> 2 - 3 years of experience performing this task. <u>Limited Experience:</u> 1 - 2 years of experience performing this task. <u>Minimal Experience:</u> Less than 1 year of experience performing this task.		<u>Extensive Experience</u>	<u>Moderate Experience</u>	<u>Basic Experience</u>	<u>Limited Experience</u>	<u>Minimal Experience</u>
52	Experience participating as a program expert on multidisciplinary groups aimed at developing and maintaining coordinated systems.					
53	Experience in coordination and facilitation of multidisciplinary groups.					
54	Experience participating on a multidisciplinary group to address programs with multiple funding sources.					
55	Experience representing an agency at a variety of meetings held by public and private entities, including high level government and community leaders.					

MAILING INSTRUCTIONS:

Please submit your completed Supplemental Application, along with a standard State Application Form (STD. 678) to the address listed below. Remember to sign your Supplemental Application as well as your State Application. Failure to include original signature may result in disqualification.

California Department of Social Services
 Personnel Bureau, Exam Unit, MS 8-15-58
 P.O. Box 944243
 Sacramento, CA 94244-2430