



**SOCIAL SERVICE CONSULTANT II
And/or
SOCIAL SERVICE CONSULTANT III**

SUPPLEMENTAL APPLICATION

INTRODUCTION

The purpose of the Supplemental Application examination is to give you an opportunity to explain significant aspects of your qualifications for California Department of Social Services (CDSS), Social Services Consultant II and III. 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 will be used by CDSS to fill positions. The employment list has a list life of 12 months. A "Condition of Employment" form is included in this supplemental application that will allow you to select a location and time bases in which you are interested in employment.

Please submit a standard [State Application \(STD. 678\)](#) along with this examination.

THIS IS THE EXAMINATION – PLEASE READ IT CAREFULLY.

INSTRUCTIONS: For each task listed in this document, choose the phrase (from the five "Ratings of Experience" descriptions) that best describes your experience. Choose the number (rating) to the right of the task which corresponds to your choice. Choose only one number for each task (see special instructions in Segment III).

RATINGS OF EXPERIENCE (Qualifying experience can be either a paid or volunteer position.)

- 0** - I have **no knowledge or experience** in this area or function.
- 1** - I have **no direct experience** in this area or function, but have knowledge or training.
- 2** - I have experience in this area or function of **less than 1 year**.
- 3** - I have experience in this area or function of **1 to 3 years**.
- 4** - I have experience in this area or function of **more than 3 years**.

SEGMENT 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 with those contacted in the work (i.e., state, county and community level agencies).

TASKS	RATING
1. Have experience effectively communicating.	
2. Have experience communicating in writing.	
3. Have experience preparing reports related to policy interpretation, research findings or program reviews.	
4. Have prepared publications.	
5. Have experience preparing reports related to the functioning and needs of children and families.	
6. Have experience preparing evaluations or assessments related to the functioning and needs of children and families.	
7. Have experience reviewing and editing written reports.	
8. Have experience facilitating multidisciplinary groups related to services for children and families.	
9. Have experience participating in multidisciplinary groups related to services for children and families.	
10. Have experience resolving client complaints.	
11. Have experience participating in national, state or local conferences as a workshop trainer.	
12. Have experience writing regulations.	
13. Have experience writing agency policy or procedures.	

SEGMENT 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.

TASKS	RATING
1. Have experience collecting and interpreting research on social services program data.	
2. Have experience conducting research on social services program data.	
3. Have experience planning, organizing and directing the work of others.	
4. Have experience performing program analysis.	
5. Have experience implementing program policy and procedures.	
6. Have experience providing technical assistance or consultation.	
7. Have experience analyzing legislation and its potential impact on existing programs.	
8. Have experience developing action plans.	
9. Have experience implementing program changes.	
10. Have experience participating as a program expert on an administrative task force or work group.	
11. Have worked with specific ethnic group issues.	
12. Have experience interpreting or analyzing social services program data on a computerized data base for the purpose of generating good practice guidelines and/or policy.	

SEGMENT 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.

Special Instructions: Complete ratings for each category listed below.

TASKS	RATING	
	Direct Services Experience	Policy Analysis and Program Administration
1. Have experience in relation to the following client groups or program areas:		
Medi-Cal Health or Mental Health Managed Care.		
Federal Early Periodic Screening Diagnosis and Treatment Program (EPSDT) or Child Health and Disability Prevention Program (CHDP).		
Related or non-related caregivers for children in out-of-home care.		
Family Preservation Services.		
Child abuse prevention activities.		
Child welfare services.		
Child abuse treatment services.		
Family Violence Services.		
Substance abuse prevention or treatment.		
Delinquency prevention services.		
Children in group home placement or foster family agency placement.		
Employment and training services.		
Child care/development programs.		
Programs for Indian families and children.		

SEGMENT III: FAMILY AND CHILDREN'S SERVICES, Continued.....		
1. Have experience in relation to the following client groups or program areas:	Direct Services Experience	Policy Analysis and Program Administration
Implementation of the Indian Child Welfare Act (ICWA).		
Pregnant minors and parenting teens.		
Juvenile probation population.		
Medically fragile children.		
Adolescent and emancipating youth programs.		
Agency Relinquishment Adoptions.		
Independent Adoptions.		
Post Adoption Services.		
Intercountry Adoptions.		
Recruitment and training of adoptive families.		
Recruitment and training of foster families.		
State or County licensing of children facilities.		
Implementation of Adoption law and regulations.		

SEGMENT IV: INTERRELATIONSHIPS OF AGENCIES	
<ul style="list-style-type: none"> • Community resources and social organizations. • Scope of activities of public and private social service agencies. 	
TASKS	RATINGS
1. Have experience participating as a program expert on multidisciplinary professional groups or interagency planning groups aimed at developing and maintaining coordinated systems.	
2. Have experience with multiple funding sources.	

Candidate's Name: _____
(last name) (first name) (middle)

Address: _____
(number) (street) (city) (state) (zip code)

Home Phone Number: _____

Work Phone Number: _____

CONDITIONS OF EMPLOYMENT

If you are successful in the exam, your name will be placed on the active employment list and certified to fill vacancies according to the conditions you specify on this form.

PLEASE COMPLETE THE FOLLOWING INFORMATION

TYPE OF APPOINTMENT DESIRED:

Check one or more items: _____ PERMANENT (More than 6 months)
_____ TEMPORARY (Up to 9 months)
_____ LIMITED TERM (Up to 24 months)

Check one or more items: _____ FULL-TIME (40 hours a week)
_____ PART-TIME (Regular hours less than 40)
_____ INTERMITTENT (On Call & hourly)

I CERTIFY THAT I HAVE ANSWERED ALL QUESTIONS HONESTLY. I UNDERSTAND THIS INFORMATION WILL BE CONFIRMED AND ANY FALSE STATEMENTS WILL BE CAUSE FOR DISQUALIFICATION FROM THIS EXAMINATION.

Signature: _____ **Date:** _____

MAILING INSTRUCTIONS:

Mail your completed Supplemental Application along with a standard State Application Form, STD.678 to the address listed below. You may print the State Application from the State Personnel Board's website at www.spb.ca.gov

MAIL COMPLETED STD. 678 AND **SUPPLEMENTAL APPLICATION TO:**

California Department of Social Services
P.O. Box 944243 MS 8-15-59
Sacramento, CA 94244-2430

FOR PERSONNEL USE ONLY

CANDIDATE TO BE RATED FOR THE FOLLOWING CLASSIFICATION(S)

_____ SOCIAL SERVICES CONSULTANT II

_____ SOCIAL SERVICES CONSULTANT III