HOW DO I FIND OUT ABOUT THE EXAMS?

Examination announcements for CDSS are available at local Employment Development Department offices and may also be obtained by accessing www/calhr.ca.gov

Adoptions Specialist candidates must submit a state application (STD.678) and Supplemental Questionnaire to CDSS, 744 P Street, MS 8-15-59, Sacramento, CA 95814.

Forms can be accessed at links below:

http://www.cdss.ca.gov/cdssweb/entres/exams/AdoptionsSpecialist.pdf

https://jobs.ca.gov/pdf/std678.pdf

Applications may be submitted at any time but will be scored quarterly. Candidates will be notified upon completion.

HOW DO I GET A HIRING INTERVIEW?

Individuals who pass the exam are placed on an employment eligibility list in rank order of final examination score. Names of individuals who appear in the first three ranks are considered reachable for hire and may be contacted for a hiring interview. Interested candidates must submit a separate application for each vacancy.

Note that the list of candidates is only valid for 12 months.

EMPLOYEE BENEFITS

- Annual Merit Salary Increases
- Retirement Plan
- Paid Sick Leave
- Paid Vacation Days
- Medical Insurance
- Dental Insurance
- Vision Insurance
- Bereavement Leave
- Maternity/Paternity Leave
- Non-Industrial Disability Insurance
- Employee Assistance Program
- Regional Offices Located Statewide
- Upward Mobility Opportunities
- Training Opportunities

PAY SCALES

Adoptions Specialist

Range A	**$3844-5032/month**
Range B	**$4212-5527/month**

WHERE ARE CDSS ADOPTION REGIONAL/FIELD OFFICES LOCATED?

- Arcata (Eureka)
- Chico
- Fresno
- Monterey Park (LA)
- Oakland
- Sacramento

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.

STATE OF CALIFORNIA

HEALTH AND HUMAN SERVICES AGENCY

DEPARTMENT OF SOCIAL SERVICES

www.childsworld.ca.gov

PUB 341 (4/16)

ADOPTIONS SERVICES BUREAU

Adoptions Specialist

CAREER OPPORTUNITIES

CDSS
CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

The California Department of Social Services' MISSION

The mission of the California Department of Social Services (CDSS) is to serve, aid, and protect needy and vulnerable children and adults in ways that strengthen and preserve families, encourage personal responsibility, and foster independence.

THE CHILDREN'S SERVICES OPERATION AND EVALUATION BRANCH

ADOPTIONS SERVICES BUREAU

The CDSS Adoptions Services Bureau facilitates adoption of children who need permanent homes by providing direct Agency and Independent adoption services through six regional/field offices located throughout the state. All six offices provide Independent services and five of the offices also provide Agency services. Collectively, the six offices operate the third largest adoption agency in California.

The Adoptions Services Bureau provides Agency services for 16 counties in California. The services focus exclusively on the placement of court dependent children, the majority of whom have special needs.

The Adoptions Services Bureau also provides Independent services for 55 counties. Independent or private adoptions are private transactions initiated by the parties of the adoption.

WHAT KIND OF WORK DOES AN ADOPTIONS SPECIALIST PERFORM?

An Adoptions Specialist performs casework and support services for children, families and birth parents in the Independent and Agency adoption programs.

Services include a full range of adoption functions, such as: assessing prospective parents' suitability; assessing adoptability of children; providing birth parent and post placement services; technical application of adoption and child welfare laws, regulations, and policies; case record management; and making adoption recommendations to the court.

HOW DO I QUALIFY FOR AN ADOPTIONS SPECIALIST?

There are four steps to the hiring process. These steps involve:

1. Meet the Minimum Qualifications for taking an examination;
2. Submit a STD. 678 and supplemental questionnaire;
3. Apply and interview for an advertised position; and
4. Accept a job offer.

WHAT ARE THE MINIMUM QUALIFICATIONS TO APPLY FOR THESE POSITIONS?

Applicants for the Adoptions Specialist exam must meet the Minimum Qualifications stated on the most current exam bulletin.

The Minimum Qualifications for an Adoptions Specialist are:

- Completion of an approved two-year graduate curriculum in social work [Master's of Social Work (MSW)]

Candidates enrolled in the final semester or quarter of graduate work will be admitted into the examination but will not be appointed until the degree has been conferred.