



ADOPTIONS SUPERVISOR I / II SUPPLEMENTAL APPLICATION

INTRODUCTION

The purpose of this Supplemental Application examination is to give you an opportunity to explain significant aspects of your qualifications for Adoptions Supervisor I / II, 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. The employment list will be used by CDSS to fill their existing positions. 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.

The information that you provide will be verified prior to employment. Providing false information on this Supplemental Application could result in removal from the employment list and banned from future employment opportunities with the CDSS.

Veterans' preference credits will not be granted in this examination since it does not qualify as an entrance examination.

A candidate may be tested only once during a 12-month period.

Please submit the Supplemental Application with the state application (STD 678).

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) 0-4 listed on the following rating chart. Choose only one number for each task.

The information that you provide will be verified prior to employment. Providing false information on this supplemental application could result in removal from the employment list and banned from future employment opportunities with the CDSS.

RATINGS OF EXPERIENCE (Qualifying experience can be either a paid position and/or internship.)

- 0** - I have **no knowledge or experience** in this area.
- 1** - I have **no direct experience** in this area or function, **but have knowledge or training.**
- 2** - I have experience in this area for **less than 1 year** or successfully interned in a child welfare agency.
- 3** - I have experience in this area for **1 to 3 years** or successfully interned with an adoption agency.
- 4** - I have experience in this area or function of **more than 3 years.**

TASKS	RATING 0 - 4
ADOPTIONS SUPERVISOR I AND II	
1. Have experience utilizing the principles, practices, and techniques used in casework theory related to:	
- Child development.	
- Principles of individual and group behavior.	
- Family relationships.	
- The effect of separation on children and parents.	
- Child welfare casework objectives.	
- Socio-economic factors which promote stable family security.	
- Children affected by exposure to adverse parental background, neglect, drugs, physical, emotional, or sexual abuse, or a history of mental or physical illness within the family.	
- Crisis intervention.	
- Group behavior and dynamics.	
- Societal trends and influences, human migrations, ethnicity, cultures and their history and origins.	
3. Experience providing and maintaining a work environment that is free of discrimination and harassment.	
4. Experience providing equal opportunity in recruitment, selection, hiring and employee development and promotion.	
5. Have experience interpreting and applying provisions of the State and federal rules, regulations, and laws pertaining to child welfare programs.	
6. Have experience interpreting and applying provisions of the State and federal rules, regulations, and laws pertaining to adoption programs.	
7. Have experience in encouraging and assisting in the maximum growth of subordinate staff.	
8. Experience in planning, organizing and effectively directing the work of others.	

9. Experience in supervising, reviewing and editing written statistical reports.	
10. Have experience preparing case documentation using the Child Welfare Services/Case Management System (CWS/CMS).	
11. Have experience appearing before groups and communicating effectively.	
12. Have experience writing clear, accurate, and concise reports.	
13. Have experience preparing children for placement transitions and providing supervision.	
14. Have experience assessing the physical, social, emotional and economic factors present in families.	
15. Have experience in the review of all work produced by unit staff to ensure final products meet content requirements.	
16. Have experience:	
- Preparing and reviewing legal documents.	
- Assisting with hearings.	
- Providing testimony.	
ADOPTIONS SUPERVISOR II ONLY	
17. Experience applying principles of public administration and personnel management.	
18. Experience in providing supervision, training and staff development.	

Candidate's Name				
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.

The following list of counties/cities identifies the locations where this position is currently used. **Please check the locations in which you are willing to work.**

_____ ANYWHERE IN THE STATE – If checked, no further selection is necessary.

OR

_____ ARCATA

_____ CHICO

_____ FRESNO

_____ LOS ANGELES

_____ OAKLAND

_____ SACRAMENTO

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. Application is available at the California Department of Human Resources website: <http://jobs.ca.gov/pdf/std678.pdf>

MAIL COMPLETED STD. 678 AND SUPPLEMENTAL APPLICATION TO:

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