



SOCIAL SERVICE CONSULTANT III
Departmental Open Examination
EXAM CODE: 6BP0102

Department:	Department of Social Services
Final File Date:	CONTINUOUS TESTING / CUT-OFF DATES: March 30, 2016 June 30, 2016 September 30, 2016 December 30, 2016
Exam Type:	OPEN Departmental
Employment Type:	Permanent Full-time Permanent Part-time Permanent Intermittent Limited Term Full-time Limited Term Part-Time Limited Term Intermittent
Salary:	MONTHLY- RANGED- SALARY - \$4,403 - \$5,788
Positions Exist:	SACRAMENTO Only

SELECTION PLAN

Applications will be accepted on a continuous basis and will be processed quarterly. Applications must be received in this office prior to the above established cut-off (final filing) date. Applications received after the cut-off date will not be accepted for the current examination, but will be held for the next scheduled examination.

EEO

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

DRUG FREE STATEMENT

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.

WHO SHOULD APPLY?

This is an OPEN departmental examination for the California Department of Social Services. All applicants must meet the education and/or experience requirements as stated on this examination announcement. Anyone who meets the minimum qualifications as stated may apply. Applications will not be accepted on a promotional basis. Career credits do not apply. Once you have taken the examination, you may not reapply for twelve (12) months from your eligibility date.

FILING INSTRUCTIONS

To apply for this examination, you must submit a complete examination application package. The following documents comprise a complete application package:

- **State Application (STD. 678)** - The State Application (STD 678) can be obtained at the following link: <http://jobs.ca.gov/pdf/std678.pdf>
- **Supplemental Application** – The Supplemental Application can be obtained at the following link: <http://www.cdss.ca.gov/cdssweb/entres/pdf/SSC-SUP-APP.pdf>
- **Affirmation Statement**

FILE BY MAIL:

California Department of Social Services
Personnel Bureau, Exam Unit
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

Applications received after the cut-off-date, personally delivered, or received via interoffice mail will be processed in the next administration.

SPECIAL TESTING ARRANGEMENTS

If you have a disability and require special testing arrangements, please mark the appropriate box for Question 2 on the State Application (STD 678). You will be contacted to make specific arrangements. TYY users may contact the California Relay Service TTY line at 1-800-735-2929. Voice line at 1-800-735-2922.

ELIGIBLE LIST INFORMATION

A departmental eligible list will be established for the California Department of Social Services. The names of successful competitors will be merged onto the list in order of final scores regardless of date. Competitor's eligibility will expire in 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

MINIMUM QUALIFICATIONS

Qualifying experience may be combined on a proportionate basis. 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.

EITHER I

Experience: One year of experience in the California state service performing the duties of a Social Service Consultant II or Adoptions Case Work Supervisor, or a substantially similar class at the same or higher level;

or

Experience: Two years of experience in the California state service performing the duties of a Social Service Consultant I, Adoptions Case Worker, or a substantially similar class at the same or higher level.

OR II

Education: Completion of a master's degree program from an accredited school of social work, approved by the Council on Social Work Education:

And

Experience: One year of social casework; group work, or community organization experience in an administrative, supervisory, or consultative capacity above the first supervisory level;

or

Experience: Two years of social casework, group work, or community organization experience in the capacity of a first-line supervisor.

(Additional qualifying experience at the administrative, supervisory, or consultative level may be substituted for the required graduate education on a year-for-year basis, or two additional years of qualifying experience as a first line supervisor may be substituted for each of the two years of graduate education).

NOTE: Applicants must show proof of degree prior to appointment as a Social Service Consultant III.

POSITION DESCRIPTION

This is the technical specialist level which may include supervisory responsibility. Incumbents perform the most responsible and complex assignments related to public social services such as the analysis of public social service problems and their impact on administration, development of program content, the recommendation of social service policies and their application toward the solution of broad social service problems; and serve as a member of an administrative review team.

EXAMINATION INFORMATION

SUPPLEMENTAL APPLICATION – WEIGHTED 100%

This examination will consist of a Supplemental Application only. In order to obtain a position on the eligible list, a minimum score of 70% must be attained.

Applications received without a Supplemental Application will be rejected.

Each candidate will be notified in writing of his/her examination results approximately two (2) months after the established cut-off (final file) date.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

All applicants must meet the experience and/or education requirements for this examination at the time the application is submitted. Your signature on the application indicates that you read, understand, and possess the minimum qualifications required.

Applications and resumes must include: “to” and “from” dates (month/day/year), time base, civil service or private sector titles, and the duties performed. Applications without this information will be rejected. Your signature on your application indicates that the information provided is true and complete to the best of your knowledge.

KNOWLEDGE AND ABILITIES

A. Knowledge of:

1. Principles, practices, and techniques used in the administration of public social services and child welfare programs.
2. Community resources and social organizations.
3. Research methods as applied to social work.
4. The provisions of the Welfare and Institutions Code, the Social Security Act and other related State and Federal rules, regulations, and laws pertaining to public social service programs.
5. Scope and activities of public and private social service agencies.
6. Child psychology and human growth and development and group behavior.
7. Principles and practices of supervision and effective personnel practices.
8. Group and individual training methods.
9. Principles of public administration, personnel management, in-service training, and supervision.

B. Ability to:

1. Analyze problems arising out of the operation of public assistance, and child welfare programs.
2. Reach practical and logical conclusions and put into practice effective changes.
3. Perform research studies in the field of public social service.
4. Secure accurate social data and record and report such data systematically.
5. Utilize community resources.
6. Interpret the provisions of the Welfare and Institutions Code, the Social Security Act, and other related State and Federal rules, regulations, and laws pertaining to public social service programs.
7. Participate effectively in conferences and interviews and establish and maintain effective working relationships with those contacted in the work.
8. Plan, organize, and direct the work of others.
9. Communicate effectively and write clear, accurate, and concise reports.
10. Analyze situations accurately and take effective action.
11. Utilize and apply effectively the required technical knowledge.
12. Review and edit written reports.
13. Appear before groups and communicate effectively.
14. Perform as a highly trained expert or member of an administrative task force.

SPECIAL PERSONAL CHARACTERISTICS

Willingness to travel and to work irregular hours; demonstrated capacity for assuming progressively greater responsibility as evidenced by recent employment history and interest in self-development; neat personal appearance; adaptability; tact; high moral standards; emotional stability; and good judgment.

VETERANS PREFERENCE

Veterans' Preference credit will be added to the final score of those competitors who are successful in this examination and who qualify for, and have requested, these points through the California Department of Human Resources. (See "General Information" on this bulletin for information regarding Veterans' Preference.)

DISCLAIMER

Please click on the link below to review the official class specification:

<http://www.calhr.ca.gov/state-hr-professionals/pages/9417.aspx>

GENERAL INFORMATION

If you meet the requirements stated on this 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 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 Department of Social Services 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.

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.

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.

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. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Veterans' Preference: Will be awarded in this examination, pursuant to Government Code Section 18973.1, effective January 1, 2014, as follows:

1. Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for veterans' preference.
2. An entrance examination is defined, under the law, as any open competitive examination.
3. Veterans' Preference is not granted once a person achieves permanent civil service status.

Veteran status is verified by the California Department of Human Resources. Directions to apply for Veterans' Preference are on the Veterans' Preference Application (STD. Form 1093) which is available at www.calhr.ca.gov or from the California Department of Human Resources, 1515 S Street, Sacramento, CA 95814 and the Department of Veterans Affairs.

CONTACT INFORMATION

For more information regarding this examination announcement, please contact the exam analyst at 916-657-1762.

California Relay Service: 1-800-735-2929. (TTY) Voice line: 1-800-735-2922.

TTY is a Telecommunications Device for the Deaf, and is reachable only from phones equipped with a TTY Device.