



**DISABILITY EVALUATION ANALYST III
(DEPARTMENTAL - PROMOTIONAL EXAMINATION)**

EXAM CODES: 6BP11

Department:	Department of Social Services
Release Date:	October 5, 2016
Final File Date:	October 20, 2016
Exam Type:	PROMOTIONAL Departmental
Employment Type:	Permanent Full-time Permanent Part-time Permanent Intermittent Limited Term Full-time Limited Term Part-Time Limited Term Intermittent
Salary:	MONTHLY-SALARY-RANGE - \$4,600.00 - \$5,758.00
Positions Exist:	Covina, Fresno, Los Angeles Entire City, Oakland, Roseville, Sacramento, San Diego, Stockton, Rancho Bernardo

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 a departmental promotional examination for the Department of Social Services.

1. Applicants must have a permanent civil service appointment with the California Department of Social Services as of the final filing date, in order to participate in this examination, or
2. Must be a current or former employee of the Legislature with two or more consecutive years as defined in Government Code Section 18990; or
3. Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years as defined in Government Code Section 18992; or
4. Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code Section 18991.

For applicants under item 4, if applicable, scan and attach a copy of the DD214 or other official discharge documents.

FILING INSTRUCTIONS

Applications (STD 678) must be POSTMARKED no later than the final file date. Please indicate the examination title on your application. Applications received without an examination title will not be accepted.

Applications postmarked, personally delivered, faxed, emailed or received via inter-office mail after the final file date will not be accepted for any reason.

DO NOT SUBMIT APPLICATIONS TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES.

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

Please Note: If you participated in the March 2016 administration of the DEA III examination, you are not eligible for this administration.

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, please mark the appropriate box for Question 2 on the Examination Application (STD 678). You will be contacted to make specific arrangements.

ELIGIBLE LIST INFORMATION

A departmental promotional eligible list will be established for the California Department of Social Services. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

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, understood, 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 from this examination.

MINIMUM QUALIFICATIONS

DISABILITY EVALUATION ANALYST III

EITHER I

One year experience in the California state service performing the duties of a Disability Evaluation Analyst II. (Applicants who have completed six months performing the duties of a Disability Evaluation Analyst II will be admitted to the examination, but they must satisfactorily complete 12 months of experience as a Disability Evaluation Analyst II before they will be eligible for appointment.)

OR II

Eighteen months of experience in the California state service performing the duties of a Disability Analyst, Range C. (Applicants who have completed 12 months performing the duties of a Disability Evaluation Analyst, Range C will be admitted to the examination, but they must satisfactorily complete 18 months of experience in Range C before they will be eligible for appointment.)

OR III

Three years of technical experience with primary responsibility for the medical evaluation of the physical or mental functioning of adults or children. (Experience that is limited either to the determination of eligibility for financial assistance or to the placement of persons without employment handicaps is not considered qualifying experience.) (Graduate work in disability

determination, rehabilitation counseling, social work, or psychology may be substituted for the required experience on a year-for-year basis.) (Experience in California state service applied toward this requirement must include one year of experience in a class equivalent in level of responsibility to a Disability Evaluation Analyst II.)

And

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

POSITION DESCRIPTION

This is the advanced journey level. Incumbents perform the most responsible, varied and complex adjudication of claims for disability benefits including Residual Functional Capacities preparation. May conduct end-of-line quality assurance reviews, in-line quality review on claims in process, and provide vocational factors expertise on the most complex cases. They may act as team leaders and assist in the training of lower level analysts. May serve as disability hearing officers conducting reconsideration hearings. May serve as Division Support Personnel or Program Specialists responsible for special studies on complex program issues in the Disability Evaluation Program.

EXAMINATION INFORMATION

SUPPLEMENTAL APPLICATION – WEIGHTED 100%

This examination will consist of a Supplemental Application only. Applicants for Disability Evaluation Analyst III are required to respond to the following **five** supplemental questions. These supplemental questions are designed to identify job achievement that demonstrates ability to successfully perform the duties of a Disability Evaluation Analyst III. Responses to the supplemental questions will be used to assess on a competitive basis, each candidate's relevant training and experience, and will be evaluated competitively by a rating committee using pre-established rating criteria. In rating the relative qualifications of candidates, consideration will be given to the extent and type of pertinent experience and education required under the minimum qualifications.

In order to obtain a position on the eligible list, a minimum rating of 70% must be attained.
INSTRUCTIONS: You are allowed 2 hours of State time. In addition to the limited State time allowed, you may use as much of your own time as you wish. Each applicant for this examination **must** complete and submit his/her responses to the supplemental questions that follow. **APPLICATIONS RECEIVED WITHOUT RESPONSES TO THE SUPPLEMENTAL QUESTIONS WILL BE REJECTED.** Candidates may use printed and electronic resources; however, you may not request assistance from supervisors or other staff.

When responding to the supplemental questions, please follow these guidelines:

- Your responses must be typewritten or generated by word processing on an 8 ½" X 11" paper.
- Your font should be no smaller than "12 pitch with "double" line space.
- Your responses must be limited to one page per question.
- Identify each page with your full name.
- Make sure your responses are complete, specific, clear, and concise.
- Answer questions separately, indicating the corresponding question for each response. (You may include multiple responses on a single page).
- Your responses must be limited to one page per question.
- Please return your state application (678), one copy of the Supplemental Questions and Conditions of Employment to the address listed on page two of this bulletin under "Filing Instructions."

NOTE: Resumes, letters, and other materials will not be evaluated or considered as responses to the supplemental questions.

Final results will be mailed out approximately two months after the final file date.

SUPPLEMENTAL QUESTIONS

QUESTION # 1

A Disability Evaluation Analyst III (DEA III) must be able to independently identify and analyze situations and data, determine what information is needed, gather the information from a variety of sources and evaluate it to arrive at logical conclusions. As a DEA III, what steps would you take in the development of cases to ensure appropriate use of consultative examination funds?

QUESTION # 2

A DEA III must have a broad range of technical knowledge, including understanding the Social Security Administration's policies for vocational documentation. What factors must be included when documenting a claimant's work history?

QUESTION # 3

A DEA III must be able to independently identify and analyze situations, determine what information is needed, gather the information from a variety of sources and evaluate it to arrive at logical conclusions. If the claimant is alleging only psychiatric allegations, yet you discover a physical impairment, what steps would you take to address it?

QUESTION # 4

A DEA III must have the ability to interact productively in a team environment by providing assistance to co-workers and others, to effectively make group presentations and to demonstrate initiative/leadership by accepting additional assignments and responsibilities with minimal direction. What actions have you taken to prepare for assuming the DEA III position?

QUESTION # 5

A DEA III must have the ability to make suggestions in a tactful and sensitive manner, work effectively with co-workers and others and communicate ideas and information with all levels of staff. After reviewing the RFC forms you completed, your Medical Consultant revises the forms to result in a different decision than the one you proposed. What steps would you take to address this situation?

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.

Candidate's Name: _____

Work Phone Number: _____

Email Address: _____

The following list of counties/cities identifies the locations where this class 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

Covina (1900)

Los Angeles (1900)

Oakland (0100)

Sacramento (3400)

Stockton (3910)

San Diego (3700)

Fresno (1000)

Rancho Bernardo (3700)

Roseville (3103)

El Segundo (1900)

I certify that all the statements I have made in this application are true and correct.

Signature/Date _____

THIS CONCLUDES THE EXAMINATION PROCESS FOR THE DISABILITY EVALUATION ANALYST III. PLEASE REFER TO THE INSTRUCTIONS ON PAGE TWO OF THE BULLETIN FOR INFORMATION ON HOW TO RETURN YOUR APPLICATION AND EXAMINATION MATERIALS

KNOWLEDGE AND ABILITIES

DISABILITY EVALUATION ANALYST III

A. Knowledge of:

1. Social Security Administration laws (e.g. Titles II, XVI, and XIX), regulations, and policies that govern disability programs to adhere to the specified goals and mandates.
2. Principles, procedures, and techniques used in disability evaluation.
3. Vocational factors and rules relevant to analyzing a claimant's vocational profile (e.g., age, education, previous work history).
4. Adjudicative principles and techniques.
5. Type and nature of disabilities and expected physical or mental limitations.
6. Basic medical and psychological terminology sufficient to read and interpret diagnostic treatment reports.
7. Personal computers to input data, create documents, and conduct research.

B. Ability to:

1. Apply a broad range of technical data to individual disability cases.
2. Determine what information is needed, gather the information from a variety of sources, and evaluate it.
3. Apply complex rules, policies, procedures, and regulations to arrive at logical, objective conclusions.
4. Communicate complex and technical information to a variety of individuals.
5. Interact productively in a team environment by providing assistance (e.g., mentoring, committees, training) to co-workers and others.
6. Make special studies and reports.
7. Prioritize and manage a workload to effectively and expeditiously process work assignments.
8. Review and edit written reports.
9. Effectively make group presentations.
10. Analyze complex medical evidence to determine Residual Functional Capacity.
11. Accurately use specialized computer applications for case processing.
12. Demonstrate initiative/leadership by accepting additional assignments and responsibilities with minimal direction.

SPECIAL PERSONAL REQUIREMENTS

Demonstrated ability to act independently with objectivity, flexibility, and tact.

VETERANS PREFERENCE

Veterans' Preference Points **will not** be granted in this examination as it does not meet the requirements to qualify for Veterans' Preference credit.

DISCLAIMER

Please click on the link below to review the official California Department of Human Resources (CALHR) class specification.

<http://jobs.spb.ca.gov/wvpos/jobspecs.cfm>

CONTACT INFORMATION

For additional information regarding this examination, you may contact the Department of Social Services Examination Unit at (916) 657-1762.

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.

Candidates needing special testing arrangements due to a disability must mark the appropriate option on the application and/or contact the testing department.

Criminal Record Clearance Information: Some positions within various divisions of the California Department of Social Services are subject to federal fingerprinting and criminal records check requirements. Applicants will be notified during the hiring process if the position is affected by the federal criminal records clearance procedure. Criminal record clearance is a condition of employment in positions affected by this procedure.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment and for applicants under items 2, 3 and 4 in the "Who Should Apply?" section on page two of this bulletin. Under certain circumstances other employees (*i.e., former Department employees or current employees on TAU, T&D, and LT status*) may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237

contain provisions regarding civil service status and eligibility for promotional examinations. These

rules may be reviewed at departmental personnel offices or at State Personnel Board offices.

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.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.