

NOTICE OF FORM CHANGE NO. 05-152

DATE

12/09/2005

TO:
County Welfare Director
Supply Clerk / Forms Coordinator

FROM:
Forms Management Unit
(916) 657-1907

Community Care Licensing District Offices
 Private and Public Adoption Agencies

District Attorney
 Other County Welfare Directors

Listed below is information regarding a form change. Only applicable information is shown.

This notice updates your Department of Social Services County Forms Catalog.

FORM NUMBER AND TITLE PUB 341 (9/05) - Adoptions Services Bureau Career Opportunities

ORDER UNIT MASTER ONLY	<input checked="" type="checkbox"/> Free <input type="checkbox"/> Sold	ESTIMATED PRICE	INITIAL SUPPLY SENT <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<input type="checkbox"/> New <input checked="" type="checkbox"/> Revised	DATE OF FORM 9/05	REPLACES 4/00	<input type="checkbox"/> Obsolete
REQUIRED FORM- <input type="checkbox"/> No Change Permitted	REQUIRED FORM- <input type="checkbox"/> Substitute Permitted With Prior DSS Approval	<input checked="" type="checkbox"/> Recommended Form	
UNLESS OTHERWISE SPECIFIED STOCK MAINTAINED AT: Department of Social Services Warehouse P.O. Box 980788 West Sacramento, CA 95798-0788		<input type="checkbox"/> Other:	

FORMS DISPOSITION AND SPECIAL INSTRUCTIONS

DISPOSITION OF OLD SUPPLY

Use until exhausted Destroy

USE NEW FORM

When supply available in DSS Warehouse Use new form effective 9/05

USE FORM IN ACCORDANCE WITH

All County Letter No.
 Other (specify)

ADDITIONAL INFORMATION REGARDING FORM CHANGE

Form is a Master Only

Check on the internet to see if forms are available at www.dss.cahwnet.gov

For camera-ready copies of English and Spanish forms, please call the Forms Management Unit (FMU) at (916) 657-1907, or by electronic mail at: fmudss@dss.ca.gov.

The MQs for an **Adoptions Supervisor II** are:

- Completion of an approved two-year graduate curriculum in social work (MSW) and either:
 - Two years of experience in California state service performing the duties of an Adoptions Supervisor I; or,
 - Four years of experience in a supervisory, consultative, or administrative capacity in the field of child or family social services or adoptions.

Applicants must show proof of degree (MSW) prior to an appointment to these positions.

HOW DO I FIND OUT ABOUT THE EXAMS?

Adoptions Specialist candidates must submit a State application (Form STD. 678) to CDSS, 744 P Street, MS 15-59, Sacramento, CA 95814. Applications may be submitted at any time. Applicants will be contacted when the next exam is scheduled. The exam process consists of an interview using predetermined job-related questions.

Applications for **Adoptions Supervisor I and II** exams are accepted only when the exam is offered.

Examination announcements for CDSS are available at the State Personnel Board in Sacramento, local Employment Development Department offices,

and CDSS offices. Examination announcements may also be obtained by contacting the CDSS Personnel Bureau at (916) 657-1762 or by accessing the Internet at www.dss.cahwnet.gov/.

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. Job vacancies are also listed in the Capitol Weekly, or at www.dss.cahwnet.gov/.

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
- 12 Paid Holidays
- 1 Personal Holiday
- 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 \$3321-4139/month

Range B \$3639-4548/month

Adoptions Supervisor I

\$4746-5726/month


Adoptions Supervisor II

\$5211-6286/month

WHERE ARE CDSS ADOPTION OFFICES LOCATED?

- Arcata (Eureka)
- Chico
- Fresno
- Monterey Park (LA)
- Oakland
- Rohnert Park (Santa Rosa)
- 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.

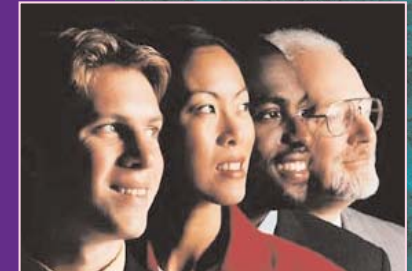


STATE OF CALIFORNIA
Arnold Schwarzenegger, Governor
HEALTH AND HUMAN SERVICES AGENCY
Kimberly Belshé, Secretary
DEPARTMENT OF SOCIAL SERVICES
Dennis J. Boyle, Director
www.childsworld.ca.gov
PUB 341 (9/05)



CDSS
CALIFORNIA
DEPARTMENT OF
SOCIAL SERVICES

ADOPTIONS SERVICES BUREAU



Career OPPORTUNITIES

Adoptions Specialist

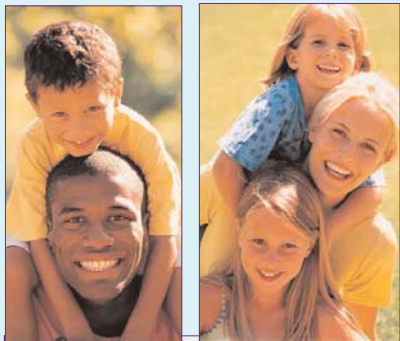
Adoptions Supervisor I

Adoptions Supervisor II

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 ADOPTIONS BRANCH ADOPTIONS SERVICES BUREAU

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

The ASB provides Agency services for 27 counties in California. The services focus exclusively on the placement of court dependent children, the majority of whom have special needs.

The ASB 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.

WHAT KIND OF WORK DOES AN ADOPTIONS SUPERVISOR I AND II PERFORM?

An **Adoptions Supervisor I** is the first supervisory level. Incumbents supervise a group of Adoptions Specialists in the provision of adoption services in the Agency and Independent adoption programs within a regional office and reports to an Adoptions Supervisor II.

An **Adoptions Supervisor II** is a full supervisory level. Incumbents plan, organize, coordinate, and direct the activities of staff providing services in the adoption programs. This class serves as an overall office manager responsible for the total operation and performance of a regional office.

HOW DO I QUALIFY FOR AN ADOPTIONS SPECIALIST AND/OR ADOPTIONS SUPERVISOR I AND/OR II POSITION?

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

1. Meet the Minimum Qualifications (MQs) for taking an examination;
2. Take and pass the examination;
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 MQs by the final filing date stated on the most current exam bulletin.

The MQs 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.

The MQs for an **Adoptions Supervisor I** are:

- Completion of an approved two-year graduate curriculum in social work (MSW) and either:
 - Two years of experience in California state service performing the duties of an Adoptions Specialist, Range B; or,
 - Two years of experience in a supervisory, consultative, or administrative capacity in the field of child or family social services or adoptions.

