



REHABILITATION SUPERVISOR

Agency Code: 0499 – Class Code: 9783 –Exam Code: 1PB01

Department: Department of Rehabilitation

Opening Date: 9/23/2011 11:30 AM

Closing Date: Continuous

Cut-off Date: 1/20/2013

Type of Examination: Departmental Promotional

Salary: MONTHLY-RANGED-SALARY - \$4,308.00 to \$5,235.00

Tenure/Time-base: Permanent Full-time

Permanent Part-time

Permanent Intermittent

Limited Term Full-time

Limited Term Part-Time

Limited Term Intermittent

Exam Type: State-wide

EQUAL EMPLOYMENT OPPORTUNITY

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right of 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 Rehabilitation**. Applicants must meet one of the following criteria in order to participate in this examination:

1. Must have a permanent civil service appointment with the Department of Rehabilitation as of the testing date in order to take this examination; or
2. Must meet the provisions of the State Personnel [Rules 234 or 235](#); or
3. Must be a current or former employee of the Legislature for two or more years as defined in Government Code [18990](#); or
4. Must be a current or former non-elected exempt employee of the Executive Branch for two or more consecutive years, as defined in Government Code [18992](#) or
5. Must be a person retired from the United State military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defines in GovernmentCode[18991](#).

SPECIAL TESTING ARRANGEMENTS

If you have a disability and/or need special testing arrangements you will be able to request a reasonable accommodation during the filing and self-scheduling process.

If you have questions, please contact:

California Department of Human Resources Selection Division

1-866-844-8671

California Relay Service (7-1-1)

Telecommunications Device for the Deaf (TTY) (916) 654-6336

TTY is a telecommunications device that is reachable only from phones equipped with a TTY device.

ELIGIBLE LIST INFORMATION

A DEPARTMENTAL PROMOTIONAL, MERGED eligible list will be established for the Department of Rehabilitation. Names of successful competitors will be merged onto the eligible list in order of final scores regardless of date. Eligibility expires 18 months after it is established.

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

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

NOTE: All applicants must meet the education and/or experience requirements as stated on this examination bulletin as of the date the test is taken.

MINIMUM QUALIFICATIONS

EITHER I

Experience: One year of experience in the California state service performing the duties of a Senior Vocational Rehabilitation Counselor, Range E, or [equivalent](#).

OR II

Experience: Two years of experience in the California state service performing the duties of a Senior

Vocational Rehabilitation Counselor, Range A, B, C, or D, or [equivalent](#).

OR III

Experience: Three years of counseling experience or one year of supervisory experience providing direction to counseling activities. (Experience in the California state service applied toward the counseling requirement must be at a level of responsibility not less than that of a Senior Vocational Rehabilitation Counselor, Range C, or [equivalent](#). (Experience that is limited to the determination of eligibility for financial assistance or to the placement of persons without employment disabilities is not considered qualifying experience.) (Possession of a master's degree with substantial graduate level course work in counseling, job placement and labor market analysis, social casework, or a closely related field may be substituted for not more than one year of the required nonsupervisory experience on the basis of one year of education for six months of experience.) And

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

POSITION DESCRIPTION

Under general direction, supervises the activities of a group of vocational rehabilitation counselors, and performs the more difficult program support functions such as contract negotiations, community relations, and client appeals; assists the Rehabilitation Administrator in the administration of a district; and does other related work.

EXAMINATION INFORMATION

Training and Experience Evaluation Examination- Weighted 100%

The examination will consist of a Training and Experience Evaluation weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. An applicant will receive his/her score upon completion of the Training & Experience Evaluation.

[Click here for a "Preview" of the exam questions.](#)

KNOWLEDGE AND ABILITIES

Knowledge of:

1. Consumer caseload management practices to provide appropriate and timely rehabilitation services.
2. Counseling techniques, theories and career/vocational counseling.
3. the Department's operational procedures.
4. State and federal regulations (i.e., California Code of Regulations (CCR), Code of Federal Regulations (CFR), and Rehabilitation Administrative Manual (RAM) relating to vocational rehabilitation services.
5. Americans with Disabilities Act, Rehabilitation Act, Individuals with Disability Education Act.
6. Medical conditions of disabilities, both physical and mental, and its impact on employment.
7. Local training programs and adult service provider resources.
8. Personnel policies and practices.

9. Rehabilitation Services Administration.
10. Assistive Technology.
11. Current disability legislation.
12. The Department's Equal Employment Opportunities program and practices.
13. Budget management techniques and practices.
14. Labor market and employment trends.
15. Implementing and monitoring contract agreements and services, Memoranda of Understanding (MOUs), and expenditures for the provision of consumer services.

Ability to:

1. Apply the principles and practices of counseling, vocational guidance, rehabilitation and occupational placement.
2. Plan, organize, direct and evaluate the work of others.
3. Analyze situations accurately and take effective action.
4. Conceptualize and analyze to solve problems, negotiate, coach and develop empowerment skills.
5. Build relationships with community stakeholders and others within the agency.
6. Implement, monitor and evaluate Vocational Rehabilitation services delivery, personnel management, conflict resolution, regulation implementation and monitoring, report-memo generation, personnel training-development, corrective action, community resource development, public speaking.
7. Speak at public forums with stakeholders to develop referrals and relationships (formal contracts or informal Memoranda of Understanding).

Skill to:

1. Use personal computers and associated software to accomplish work assignments.

VETERANS' PREFERENCE POINTS

Veterans' Preference will be granted for this examination. Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, widow or widower of a veteran, or spouse of a 100 percent-disabled veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligibility list. This section shall not apply to any veteran who has been dishonorably discharged or released.

CAREER CREDITS

Career Credits **will not** be added to the final score for this exam, because it does not meet the requirements to qualify for Career Credits.

CONTACT INFORMATION

Department of Rehabilitation
721 Capitol Mall
Sacramento, CA 95814

(916) 558-5545

GENERAL INFORMATION

Applications are available at www.jobs.ca.gov and local offices of the Employment Development Department.

If you meet the requirements stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be rated against a predetermined job-related rating, and all candidates who pass will be ranked according to their scores.

The Department of Rehabilitation reserves the right to revise the examination plan to better meet the needs of the service, should 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.

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

Hiring Interview Scope: In a hiring interview, in addition to the scope described in this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight may be given to the breadth and recency of pertinent experience, and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development. For more information, you may refer to the classification specification <http://www.calhr.ca.gov/state-hr-professionals/pages/9783.aspx>.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, the 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, and 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.

In Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment and military veterans that meet all the minimum qualifications. Under certain circumstances, other employees 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, at the CALHR office or www.jobs.ca.gov.

Veterans' Preference Points **will not** be added to the final score for this exam, because it does not meet the requirements to qualify for Veterans' Preference Points.

***Once you click the link below, you will be directed through a series of pages. After you have read each page and filled it out click **CONTINUE** to go to the next page. You will be directed to the following pages listed below:

- Examination Information
- Rehabilitation Supervisor Agreement
- Login or Create an account
- Create an account
- User ID and Password
- Confirmation
- Equal Employment Opportunity
- Mailing Address Location
- Examination Application
- Minimum Qualifications
- Supplemental Information
- Location Preferences
- Training and Experience Examination
- Consent Agreement
- Notice of Results

[Click here to take the examination](#)

Filing Instructions

Final Filing Date: Continuous