Teacher, State Hospitals (Adult Education)

Exam Code: 3PVAA

Department(s): Developmental Services
Opening Date: 03/06/2023
Final Filing Date: Continuous
Type of Examination: Departmental, Open Spot

Teacher, State Hospitals (Adult Education) – Range D $5,783.00 - $7,599.00 per Month
Range E $6,055.00 - $7,956.00 per Month
Range F $6,347.00 - $8,756.00 per Month

Applications are accepted on a continuous basis.

Cut off Date: 1st Friday of each month. Applications may be processed on a flow basis as conditions warrant and to meet hiring needs. All completed applications submitted by each cutoff date will be processed for that administration.

Who Should Apply:
The information below will help you determine if this classification is appropriate for you. Applicants must meet the education and/or experience requirements listed below under “Minimum Qualifications” for the classification by the cutoff date. It is your responsibility to make sure you meet the education and/or experience requirements stated on this announcement on the date you submit your application.

Once you have taken this examination, you may not take it again for six (6) months.

How to Apply:
Applicants are required to submit an Examination/Employment Application (STD 678) found at https://jobs.ca.gov/pdf/STD678.pdf either by mail or in person to the address listed below:

You may apply by mail to:
Porterville Developmental Center
HR/Recruitment and Examinations
P.O. Box 2000
Porterville, CA. 93258
You may apply in person at:
Porterville Developmental Center
HR/Recruitment and Examinations
26501 Ave 140
Porterville, CA. 93257
Monday through Friday. 8:00 am to 4:30 pm (excluding State holidays)

For all applications mailed or submitted in person you must Indicate the Examination Code and Classification on your Examination/Employment Application (STD 678).

**Faxed or emailed applications will not be accepted.** Do not submit applications to the California Department of Human Resources or the State Personnel Board.

Only applications with an original signature will be accepted.

Dates printed on mobile barcodes or equivalent mobile print technology shall not be considered postmarks and, as such, are not acceptable proof of the date an application was filed.

Applications MUST include “to” and “from” dates (month/day/year), civil service class title(s), and range (if applicable) for all work experience. College course information MUST include title, number of semester or quarter units, name of institution, completion dates, and degree (if applicable). Applications received without this information may have delays in processing and/or may be rejected

**Special Testing Arrangements:**
If you require assistance or alternative testing arrangements due to a disability, please contact the testing department listed in the Contact section of this bulletin.

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**MINIMUM QUALIFICATIONS**

All applicants must meet the education and/or experience requirements listed below under “MINIMUM QUALIFICATIONS” for the classification by the final file date of the examination. It is your responsibility to make sure you meet the education and/or experience requirements stated on this announcement on the date you submit your application. All application must include: “to” and “from” dates (month/day/year); time base, and civil service class titles (not working titles).

**Adult Education**
Possession of the following California Credential: Designated Subjects Credential for Adult Education.

Applicants who do not possess the required credential or one of equivalent authorization may take the examinations but must secure the appropriate credential before appointment. After issuance, the credential must be maintained by completion of any examinations and course work required.
Persons in these specialty classes help clients of State hospitals prepare to become productive and contributing members of society by training them in physical, social, intellectual, and vocational functioning. The teachers give both individual and group instruction and, in many instances, participate as members of an interdisciplinary treatment team. For more descriptive job tasks please see the job specifications on the CalCareers website at http://www.calhr.ca.gov.

EXAMINATION SCOPE

The examination consists of the following components:

**Education and Experience Rating - weighted 100% of the final score**

The examination will consist solely of an Education and Experience review. For this reason, it is important to include all of your education and/or experience related to the “Minimum Qualifications” and “Position Description” listed on this bulletin in your application. To obtain a position on the eligible list, a minimum rating of 70.00% must be attained.

Applicants who meet the minimum qualifications will be sent their scores approximately 4-6 weeks from the date the application is received.

In addition to evaluating the applicant’s relative knowledge, skill, and ability as demonstrated by quality and breadth of education/experience, emphasis in each exam component will be measuring competitively, relative job demands, each applicants:

**Knowledge of:**
1. The principles and methods of teaching adult education.
2. The principles of educational psychology as applied to adult education.
4. Remedial teaching techniques and adapting instruction to student deficiencies.
5. Emotional problems of students as State Hospitals.

**Ability to:**
1. Provide leadership and motivation to institutional students, teach and supervise these individuals.
2. Teach and supervise these individuals.
3. Work effectively with other disciplines.
4. Gain the interest, respect, and cooperation of students.
5. Develop socially acceptable attitudes in students.
6. Communicate effectively.
7. Analyze situations accurately and take effective action.

**Special Requirements:** Must be willing to continue their educational development; work in a State Hospital; participate in group-oriented treatment programs; maintain an empathetic and objective understanding of institution students; demonstrate teaching ability or potential for teaching; emotional stability; tact; and patience.
A departmental, open spot eligible list for the Teacher, State Hospitals (Adult Education) will be established and used to fill vacancies for:

**Porterville Developmental Center**

Candidates may apply for the exam once within a 12-month period. Names of successful competitors are merged onto the eligible list(s) in order of final scores, regardless of test date. Eligibility expires 12 months after it is established. Applicants must then retake the examination to reestablish eligibility.

Veterans’ Preference will be granted for this examination. In accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, widow or widower of a veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligibility list.

Veteran status is verified by the California Department of Human Resources (CalHR). Information on this program and the Veterans’ Preference Application Form (Std. 1093) is available online. Additional information on Veteran benefits is available at the Department of Veterans Affairs.

Career Credits are not granted for examination(s) administered on an Open basis or Promotional basis.

Here is a list of suggested resources to have available prior to taking the examination.

**Employment History:** Employment dates, job titles, organization names and addresses, names of supervisors or person(s) who can verify your job responsibilities and phones numbers of persons listed above.

**Education:** School names and address, degrees earned, dates attended, courses taken (verifiable on transcript), person(s) or office who can verify education, and phone numbers of persons or offices listed above.

**Training:** Class titles, certifications received, names of person(s) who can verify your training, and phone numbers of person(s) listed above.

In an effort to streamline the examination process, please create a CalCareers account with CalHR. A CalCareer Account is where a candidate can take civil service examinations, apply for state jobs, it provides storage for documents and communications stemming from job opportunities, all in a paperless format. To sign up for a Calcareer Account go to [www.calcareers.ca.gov](http://www.calcareers.ca.gov) and click create account.
You are required to submit your standard state application (STD 678) and all education documentation being used in the examination by following the instructions above under “How to Apply”.

TELESEING DEPARTMENT

Department of Developmental Services-Porterville Developmental Center

CONTACT INFORMATION

If you have any technical or administrative questions concerning this examination bulletin, including provision of reasonable accommodation for this testing process, please contact:

Porterville Developmental Center
Attn: HR/Recruitment and Examinations
P.O. Box 2000
Porterville, CA. 93258
Monday through Friday, 8:00 am to 4:30 pm (excluding State holidays)

Phone: 559-782-2087 or 559-782-2322
Email: exams@pdc.dds.ca.gov
California Relay Service: 1-800-735-2929 (TTY), 1-800-735-2922 (Voice) or 7-1-1 (TTY and voice)
TTY is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TTY Device.

EQUAL OPPORTUNITY EMPLOYER

The State of California is an equal opportunity employer that actively pursues and hires a diverse workforce. All qualified applicants will receive consideration for employment without regard to age, ancestry, color, disability (mental or physical), exercising the right of family care and medical leave, gender, gender identity, gender expression, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religion or creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), sexual orientation, or any other factor that is not related to the job.

DRUG FREE STATEMENT

It is an objective of the State of California to achieve a drug-free State workplace. 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.
Examination and/or Employment Application (STD 678) forms are available at the California Department of Human Resources, local offices of the Employment Development Department, Porterville Developmental Center and through your CalCareer Account (www.CalCareers.ca.gov).

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

Porterville Developmental Center 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 applicants will be notified.

General Qualifications: Applicants 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, 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.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the competitor is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year for year basis.