



DEPARTMENT OF DEVELOPMENTAL SERVICES  
EXAMINATION ANNOUNCEMENT



TEACHER, STATE HOSPITALS (ADULT EDUCATION)

OPEN SPOT

3SNCN

AN AFFIRMATIVE ACTION 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

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

**SPOT FOR: SONOMA DEVELOPMENTAL CENTER ONLY**

**FINAL FILING DATE: CONTINUOUS ACCEPTANCE FILING**

Applications (Form STD-678) must be postmarked no later than the final filing date. Applications postmarked, personally delivered or received via interoffice mail after the final filing date will not be accepted for any reason. This is a continuous filing examination. Applications may be submitted at any time. Examinations are administered at the discretion of the appointing authority and based on operational needs. Applications may be downloaded from the California Department of Human Resources website at <http://www.calhr.ca.gov>. Applications (Form STD-678) are available and **MUST** be filed in person or by mail with:

Sonoma Developmental Center  
Human Resources Personnel/Exam Unit – Room #124  
15000 Arnold Drive  
P.O. Box 1493  
Eldridge, CA 95431

**DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD**

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the 'Application for Examination'. You will be contacted to make specific arrangements.

**NOTE:** Accepted applicants are required to bring either a photo identification card or two forms of signed identification to the examination.

**QUALIFICATIONS APPRAISAL:** Applications for this classification are accepted on a continuous basis. Oral examinations are administered at the discretion of the appointing authority and based on operational needs of the Department.

**SALARY RANGE(S):**

A	\$3,825 - \$5,025 per month
B	\$4,001 - \$5,258 per month
C	\$4,193 - \$5,508 per month
D	\$4,390 - \$5,771 per month
E	\$4,598 - \$6,040 per month
F	\$4,819 - \$6,648 per month

**REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION:** IT IS YOUR RESPONSIBILITY TO MAKE SURE YOU MEET THE EDUCATION AND/OR EXPERIENCE REQUIREMENTS STATED BELOW. YOUR SIGNATURE ON YOUR APPLICATION INDICATES THAT YOU HAVE READ, UNDERSTOOD, AND POSSESS THE BASIC QUALIFICATIONS REQUIRED.

**MINIMUM QUALIFICATIONS**

The following backgrounds are required for the Teacher classes described in this specification. The credentials referred to are valid California standard credentials. 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.

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

**THE POSITION:** 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.

The teacher plays an integral role in the total rehabilitation process as well as in teaching the skills which will enable the individual to seek occupational opportunities. The Teachers' tasks include: planning, assigning, and supervising work; maintaining discipline among students; preparing courses of study and daily lesson plans; counseling students as to progress in the instructional program; working with students and helping them set and meet educational needs and goals; participating in program evaluation; and participating in extracurricular programs. In addition, they may work with treatment teams which combine the services of personnel in the educational, vocational, psychiatric, and casework areas. The Teacher's role is that of providing information of an education nature which can help other members of the team to better determine each client's treatment needs. In new and developing programs, Teachers may participate in the development and continuing revision of curriculum.

**EXAMINATION INFORMATION:** This Examination will consist of a Qualifications Appraisal Interview only. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained.

**Qualifications Appraisal – Weighted 100%**

**Scope of the Exam:** In addition to evaluating the competitors' relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor's:

**Knowledge of:**

1. Principles and methods of teaching;
2. Principles of educational psychology as applied to their teaching;
3. Current trends in educational methods;
4. Remedial teaching techniques and adapting instruction to student deficiencies;
5. Emotional problems of students at State Hospitals.

**Ability to:**

1. Provide leadership and motivation to institutional students, teach and supervise these individuals;
2. Work effectively with other disciplines;
3. Gain the interest, respect, and cooperation of students;
4. Develop socially acceptable attitudes in students;
5. Communicate effectively;
6. 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

SEE REVERSE FOR ADDITIONAL INFORMATION

teaching ability or potential for teaching; emotional stability; tact; and patience.

**ELIGIBLE LIST INFORMATION:** The resulting eligible list will be used to fill vacancies at Sonoma Developmental Center only. Eligibility expires 12 months after it is established unless the needs of the service and condition of the list warrant a change in this period.

**TESTING PERIOD INFORMATION:** A candidate may be tested only once during a testing period. The testing periods for this examination are; January 1 through March 31; April 1, through June 30; July 1 through September 30; October 1 through December 31.

**BACKGROUND INVESTIGATION:** Competitors who are successful in this examination will be required to complete (prior to an appointment into the classification) a background investigation document on which information regarding certain arrests (regardless of conviction) and felony convictions must be divulged. Information collected on this document is distinct from that required

on the Standard Application for Examination, Form STD-678 that is completed prior to the examination. The hiring agency uses the information obtained on the background investigation document to conduct background investigations and/or to determine an individual's suitability for employment.

**DRUG TESTING REQUIREMENT:** Applicants for positions in this class are required to pass a drug-screening test. Testing of current employees who are applicants in an examination or who are transferring is permitted only if the person does not have a current appointment to a class for which drug testing is a requirement.

**VETERAN'S PREFERENCE:** Veteran's 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.

### GENERAL INFORMATION

It is the candidate's responsibility to contact the Department of Developmental Services' Testing Office three days prior to the test date if he/she has not received his/her notice. For an examination without a written feature it is the CANDIDATE'S RESPONSIBILITY to contact the Department of Developmental Services' Testing Office three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview, EDA, performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at State Personnel Board Offices, local offices of the Employment Development Department and the Department noted on this announcement.

If you meet the requirements stated on the reverse side, you may take this examination, which is competitive. Possession of the entrance requirement does not assume a place on the eligible list. Your performance in the examination described on the reverse side of this bulletin 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 SONOMA 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 originally planned should change. Such revision will be in accordance with civil service laws and rules and competitors will be notified.

**EXAMINATION LOCATIONS:** Locations of interviews may be limited or extended as conditions warrant. The Sonoma Developmental Center reserves the right to revise the examination plan to better meet the operational needs of the facility if the circumstances under which this examination was originally planned should change. Such revision will be in accordance with civil service laws and rules and competitors will be notified.

**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 type, the older list must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this examination announcement.

**PROMOTIONAL EXAMINATIONS ONLY:** Competition is limited to employees who have a permanent civil service appointment. 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 or at the Information Counter of the 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.

**INTERVIEW SCOPE:** If an examination oral interview is conducted, in addition to the scope described on the reverse of this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and depth of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than 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.

**HIGH SCHOOL EQUIVALENCE:** Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational 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 candidate is considered to have the 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.

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DEPARTMENT OF DEVELOPMENTAL SERVICES - 1600 9TH STREET, P.O. Box 944202, Sacramento, CA 94244-2020  
Telephone: Public: (916) 654-1625 TDD: Voice of hearing Impaired (916) 654-2054

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FAIRVIEW  
DEVELOPMENTAL CENTER  
2501 Harbor Boulevard  
Costa Mesa, CA 92626  
Public: (714) 957-5121  
TDD: (714) 957-5246

LANTERMAN  
DEVELOPMENTAL CENTER  
3530 Pomona Boulevard  
Pomona, CA 91768  
Public: (909) 595-1221  
TDD: (909) 595-3971

PORTERVILLE  
DEVELOPMENTAL CENTER  
26501 Avenue 140  
Porterville, CA 93258  
Public: (209) 782-2087  
TDD: (209) 781-7822

SONOMA DEVELOPMENTAL CENTER  
15000 Arnold Drive  
Eldridge, CA 95431  
Public: (707) 938-6538  
TDD: (707) 938-6200