



DEPARTMENT OF DEVELOPMENTAL SERVICES  
EXAMINATION ANNOUNCEMENT



COMMUNITY PROGRAM SPECIALIST II

DEPARTMENTAL OPEN

4DS26

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.

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.

**FINAL FILING DATE: CONTINUOUS**

**DEPARTMENTAL OPEN EXAM:** You must meet the education and/or experience requirements stated. Your signature on your application indicates you have read, understood and possess the basic qualifications required.

**NOTE:** All applications/resumes must state "to" and "from" dates (month/day/year); time base; and civil service class titles. Applications/resumes received without this information will not be accepted.

Submit a *Standard State Application (Form 678)* for this exam.

**Faxed or e-mailed applications will not be accepted.**

Applications may be downloaded from the State Personnel Board website at [http://jobs.ca.gov/Profile/State Application](http://jobs.ca.gov/Profile/StateApplication)

**DO NOT SUBMIT APPLICATIONS to The California Department of Human Resources or the STATE PERSONNEL BOARD.**

**Mail your application to the address listed below:**

Department of Developmental Services  
1600 9<sup>th</sup> Street (MS-Q)  
Sacramento, CA 95814  
Attention: MARIA JOHNSON, Examination Unit

**SALARY RANGE:** \$4,400.00 - \$5,508.00

**REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION:**

**MINIMUM QUALIFICATIONS:**

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either I, or II, or III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

The following education requirement applies only to the non-California state service experience pattern.

**Education:** Equivalent to graduation from college. (Supervisory or administrative experience in the field of developmental disabilities may be substituted for the required education on a year-for-year basis.)

**Either I**

One year of experience in the California state service performing the duties of the class of Community Program Specialist I.

**Or II**

One year of experience in the California state service performing budget, personnel, or administrative analysis duties in a class with a level of responsibility equivalent to that of Staff Services Analyst, Range C.

**Or III**

Two years of experience performing analytical staff work in the field of developmental/mental disabilities including such areas as direct client care programming, program planning, and implementation of services and supports, budget analysis, personnel management, or administrative analysis. All of this experience must have included responsibility for defining problems, analyzing facts, and preparing recommendations for action with supporting material.

(Possession of a Master's Degree in Public Administration, or a closely related field, may be substituted for one year of the required experience under Pattern III.)

**THE POSITION:**

Incumbents may act as a leadsperson over a small group of lower level positions, under direction as an independent journey person, or assist a Community Program Specialist III/IV in an assigned program. A Community Program Specialist II may be responsible for the following areas, including but not limited to: (1) serving as the primary liaison between the Department and regional centers on all program and fiscal matters; (2) conducting the monitoring and evaluating of community programs and regional center operations; (3) providing technical assistance, advice, and consultation to appropriate departmental staff, regional center and/or project staff, and other public and private agency staff toward the development and maintenance of comprehensive community living arrangement programs; (4) performing the more complex functions of rights assurance for persons with special developmental needs; and (5) collecting, compiling and analyzing data pertaining to the Community Living Option initiative, etc.

**EXAMINATION INFORMATION:**

**ELIGIBLE LIST INFORMATION:** The resulting eligible list will be used to fill vacancies at the Department of Developmental Services. Names of successful competitors will be merged onto the list in order of final score regardless of the exam date. *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.

**QUALIFICATIONS APPRAISAL INTERVIEW – Weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained. Interviews will be held when a sufficient candidate pool exists and will be scheduled at the discretion of the appointing authority.**

**SCOPE:**

**Knowledge of:**

1. The principles and practices of public administration, budgetary preparation and control;
2. Processes of community and group interaction in developmental disabilities planning procedures;
3. Current trends in developmental disabilities, public health, and public welfare;
4. Governmental accounting procedures.

**Ability to:**

1. Develop cooperative and harmonious relationships with departmental, regional center, and developmental center administrators and others;
2. Analyze, review, and provide consultation on budgets;
3. Work with professional personnel in the field relating to developmental disabilities professions in coordinating and developing services for persons with special developmental needs;
4. Analyze situations accurately and take effective action;
5. Communicate effectively.

**GENERAL INFORMATION**

It is the **CANDIDATE'S RESPONSIBILITY** to contact the Department of Developmental Services' Testing Office four weeks after the final filing date if he/she has not received a progress notice. Applications may be downloaded from the State Personnel Board website at [http://jobs.ca.gov/Profile/State\\_Application](http://jobs.ca.gov/Profile/State_Application). 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 guarantee a place on the eligible list. All candidates who pass will be ranked according to their scores.

**THE STATE PERSONNEL BOARD** 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.

**ELIGIBLE LIST INFORMATION:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotion, 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 this bulletin.

**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.