



**DEPARTMENT OF DEVELOPMENTAL SERVICES  
EXAMINATION ANNOUNCEMENT**

**COMMUNITY PROGRAM SPECIALIST III**

**DEPARTMENTAL  
OPEN**

**6DS01**

State of California is an equal opportunity employer, regardless of age, ancestry, color, disability (mental and physical), exercising the right to 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.

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| <b>EXAMINATION TYPE</b>          | This is an <b>OPEN</b> examination for the Department of Developmental Services, The <b>examination</b> is a <b>TRAINING AND EXPERIENCE (T &amp; E)</b> and consists of a <b>SUPPLEMENTAL APPLICATION</b> (Included below).  |
| <b>WHO SHOULD APPLY?</b>         | Persons that meet the minimum qualifications (MQ's) of the classification by the final file date or cut-off date of the examination.   |
| <b>WHERE TO APPLY</b>            | MAIL EXAMINATION DOCUMENTS TO:<br><b>DEPARTMENT OF DEVELOPMENTAL SERVICES (DDS)</b><br>1600 9 <sup>th</sup> Street, MS-Q<br>Sacramento, CA 95814<br>Attention: PEGGIE<br>MCQUILLAN<br><br><b><u>Faxed or emailed applications will not be accepted.</u></b> Do not submit applications to the California Department of Human Resources or the State Personnel Board.   |
| <b>POSITION LOCATION(S)</b>      | Department of Developmental Services which includes, Canyon Springs Community Facility, Fairview Developmental Center, Porterville Developmental Center and Sonoma Developmental Center.   |
| <b>FINAL FILE DATE</b>           | <b>Continuous Filing</b>   |
| <b>SALARY RANGE</b>              | \$5,311 - \$6,598 per month  |
| <b>TESTING INFORMATION</b>       | The examination is a <b>Training and Experience weighted - 100%</b><br><br>The examination will consist solely of a <b><u>SUPPLEMENTAL APPLICATION</u></b> . In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained. Applications will be accepted on a continuous basis and cut-offs twice annually or as conditions warrant.<br><br>Veterans' preference will be granted in this examination. |
| <b>ELIGIBLE LIST INFORMATION</b> | A departmental open eligible list will be established and used to fill vacancies at DDS. Candidates may apply for the exam once within a 12-month period. The names of persons successful in this exam will be merged onto an eligible list in the order of final score.   |

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| <b>REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION</b> | <p>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.</p> <p>Requirements stated below include more than one pattern and are distinguished as "Either I," "Or II," "Or III," etc.</p>   |
| <b>MINIMUM QUALIFICATIONS</b>                         | <p>The following education requirement applies only to the non California state service experience pattern.</p> <p>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.)</p> <p style="text-align: center;">Either I</p> <p>One year of experience in the California state service performing the duties of the class of Community Program Specialist II.</p> <p style="text-align: center;">Or II</p> <p>Two years of experience in the California state service performing the duties of the class of Community Program Specialist I.</p> <p style="text-align: center;">Or III</p> <p>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 Associate Budget Analyst</p> <p style="text-align: center;">Or IV</p> <p>Three years of experience performing analytical staff work in the field of developmental/mental disabilities including such areas as direct client care programming, program planning, 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.</p> <p>(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 IV.)</p> |

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| <p><b>EXAMINATION SCOPE</b></p> | <p><b><u>A. Knowledge of:</u></b></p> <ol style="list-style-type: none"> <li>1. The principles and practices of public administration, budgetary preparation and control.</li> <li>2. Processes of community and group interaction in developmental disabilities planning procedures</li> <li>3. Current trends in developmental disabilities, public health, and public welfare.</li> <li>4. Governmental accounting procedures.</li> <li>5. Techniques, trends, and problems in the operation of public and private agencies providing services for the developmentally disabled.</li> <li>6. Programs and trends in service delivery for persons with special developmental needs in California.</li> <li>7. Laws and regulations governing developmental disabilities programs partially or totally funded by the State or Federal Government.</li> </ol> | <ol style="list-style-type: none"> <li>8. Laws and regulations relating to the Medi-Cal and Medicare Programs and developmental center treatment program organizations.</li> <li>9. Principles of public personnel administration and supervision, departmental and State Equal Employment Opportunity and upward mobility goals and policies.</li> <li>10. Department's Equal Employment Opportunity Program objectives.</li> <li>11. A manager's role in the Equal Employment Opportunity Program and the processes available to meet equal employment opportunity objectives.</li> </ol> <hr/> <p><b><u>B. Ability to:</u></b></p> <ol style="list-style-type: none"> <li>1. Supervise and train subordinate staff.</li> <li>2. Effectively contribute to the Department's Equal Employment Opportunity objectives.</li> </ol> |
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**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 are available at the California Department of Human Resources website: [www.calhr.ca.gov](http://www.calhr.ca.gov). 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 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 from 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.

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

**PORTERVILE DEVELOPMENTAL CENTER**  
26501 Avenue 140  
Porterville, CA 93258  
Public: (559) 782-2087  
TDD: (559) 781-7822

**SONOMA DEVELOPMENTAL CENTER**  
15000 Arnold Drive  
Eldridge, CA 95431  
Public: (707) 938-6692  
TDD: (707) 938-6200

**CANYON SPRINGS COMMUNITY FACILITY**  
69-696 Ramon Rd.  
Cathedral City, CA 92334  
Public: (760) 770-6260  
TDD: (760) 770-2590



## COMMUNITY PROGRAM SPECIALIST III

### DEPARTMENTAL OPEN EXAMINATION

The **COMMUNITY PROGRAM SPECIALIST III (CPS III)** examination is being administered as a **Departmental OPEN, Continuous file examination for the Department of Developmental Services (DDS)**. This is a **Training and Experience (T&E) examination** and consist solely of a **Supplemental Application** and accounts for 100% of the examination. **Applicants successful in the examination will be placed on an eligible list, which will be used to fill vacancies at DDS Headquarters and Developmental Centers.**

The examination is designed to elicit a range of specific information regarding each candidate's knowledge, skills and abilities to successfully perform the duties of the CPS III classification. The score a candidate receives is based upon an evaluation of the responses provided in the Supplemental Application. The examination utilizes a predetermined rating criteria and an established rating scale.

Applicants **MUST read and follow the directions on the following pages and complete and submit the required documents for acceptance into the examination.** The information you provide on the Supplemental Application may be used for any portion of the selection and/or recruitment process.

#### WHO SHOULD APPLY?

Applicants meeting the **minimum qualifications** of the classification (located on the examination bulletin).

#### HOW TO APPLY?

##### 1. Complete and Print:

- Supplemental Application - located on the following pages
- Standard State Application (STD. 678) – located at <https://www.jobs.ca.gov/Public/StateForms.aspx>

##### 2. Submit to:

**Department of Developmental Services**  
1600 Ninth Street, MS-Q  
Sacramento, CA 95814  
Attention: Peggie McQuillan

**Contact Information:** After reading the entire **Examination Bulletin** and **Supplemental Application**, if you have questions contact Peggie McQuillan at 916-322-7790 or [peggie.mcquillan@dds.ca.gov](mailto:peggie.mcquillan@dds.ca.gov).

# COMMUNITY PROGRAM SPECIALIST III

## EXAMINATION INSTRUCTIONS

Please read the instructions prior to proceeding to the “**Supplemental Application**” examination. This **Supplemental Application** consists of **three “SCALES”**. Utilizing the **THREE SCALES (A-C)** below, rate each job-related task statement utilizing SCALES A & B and assign one reference code from SCALE C. You will assign only **one rating/code** from each of the **three scales** for **every task statement**.

The three scales include; **two Rating Scales (Scale A & B)** and **one Reference Code (Scale C)**. If any of the scales are left blank your supplemental application will not be accepted and you will be disqualified from the exam.

### **SCALE A - LEVEL of Experience/Training/Education**

**Instructions:** In **Scale A – (Rating 1-5)**, assign one rating for the **LEVEL of Experience (Training and/or Education)** you have performing a specific **job-related task**. You may also refer to **formal education, training** and/or **on the job experience (paid and/or volunteer)**.

#### **Scale A: (Ratings 1-5)**

- 1 = **NO** work experience, training and formal education
- 2 = Have acquired training and/or formal education **ONLY**
- 3 = Have work experience and/or on the job training **ONLY**
- 4 = Have work experience, training and/or formal education
- 5 = Have work experience in a supervisory capacity and training and/or formal education

### **SCALE B – LENGTH of Time**

**Instructions:** In **Scale B – (Rating 1-5)**, assign one rating for the **Length of time** you have **performed and/or received training** in a specific **job-related task** on the following pages.

#### **Scale B: (Ratings 1-5)**

- 1 = **NO** work experience, training and formal education
- 2 = Less than 1-year work experience, training and/or formal education
- 3 = 1 to 3 years work experience, training and/or formal education
- 4 = 3 to 5 years work experience, training and/or formal education
- 5 = More than 5 years work experience, training and/or formal education

# COMMUNITY PROGRAM SPECIALIST III

## EXAMINATION

### INSTRUCTIONS (cont.)

#### SCALE C – Reference Code (A-E)

**Instructions:** In *Scale C (reference code A-E)*, List *reference verification* information of persons that can verify your experience, training and/or education. A *reference (code A-E)* can include *previous/current Employers, Trainers and/or Teachers/Instructors*.

**DO NOT** list personal references (friends or family members).

#### Code A

Name of Reference: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Employer Name: \_\_\_\_\_ Employment Title: \_\_\_\_\_

#### Code B

Name of Reference: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Employer Name: \_\_\_\_\_ Employment Title: \_\_\_\_\_

#### Code C

Name of Reference: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Employer Name: \_\_\_\_\_ Employment Title: \_\_\_\_\_

#### Code D

Name of Reference: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Employer Name: \_\_\_\_\_ Employment Title: \_\_\_\_\_

#### Code E

Name of Reference: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Employer Name: \_\_\_\_\_ Employment Title: \_\_\_\_\_

# COMMUNITY PROGRAM SPECIALIST III

## EXAMINATION

### SUPPLEMENTAL APPLICATION

| <b>SCALES</b>          | <b>SCALE A</b> - Assign <b>one</b> rating   | <b>SCALE B</b> - Assign <b>one</b> rating   | <b>SCALE A – Rating 1-5</b> | <b>SCALE B- Rating 1-5</b> | <b>SCALE C - Code A-E</b> |
|------------------------|---|---|-----------------------------|----------------------------|---------------------------|
|                        | <b>1</b> NO work experience, training and formal education<br><b>2</b> Have acquired training and/or formal education <b>ONLY</b><br><b>3</b> Have work experience and/or on the job training <b>ONLY</b><br><b>4</b> Have work experience, training and formal education<br><b>5</b> Have work experience in a supervisory capacity and training and/or formal education | <b>1</b> NO work experience, training and formal education<br><b>2</b> Less than <b>1yr.</b> of work experience, training and/or formal education<br><b>3</b> <b>1-3 yrs.</b> of work experience, training and/or formal education<br><b>4</b> <b>3 to 5 yrs.</b> of work experience, training and/or formal education<br><b>5</b> <b>5+ yrs.</b> of work experience, training and/or formal education<br><br><b>SCALE C</b><br>Assign <b>one code (A-E)</b> per task |                             |                            |                           |
| <b>TASK STATEMENTS</b> |   |   |                             |                            |                           |
| 1.                     | Experience, training and/or education documenting staff performance using performance evaluations and/or probationary reports to ensure staff performance is recorded accurately.   |   |                             |                            |                           |
| 2.                     | Experience, training and/or education training and/or mentoring staff on programmatic policies and procedures to ensure job related tasks are performed properly, efficiently, and effectively.   |   |                             |                            |                           |
| 3.                     | Experience, training and/or education with the progressive disciplinary process, in conjunction with Human Resources and senior management, to ensure state processes are followed and appropriate documentation is maintained.   |   |                             |                            |                           |
| 4.                     | Experience, training and/or education conducting meetings with employees to communicate information that is necessary for job performance.  |   |                             |                            |                           |
| 5.                     | Experience, training and/or education facilitating conflict resolution between staff members to achieve a professional, productive working environment.   |   |                             |                            |                           |
| 6.                     | Experience, training and/or education prioritizing tasks to ensure a smooth work flow and that timelines are met (i.e., regulatory, legislation, control correspondence, written and data reports).   |   |                             |                            |                           |
| 7.                     | Experience, training and/or education clarifying laws, regulations, and policies pertaining to services for individuals with developmental disabilities to various stakeholders (e.g., consumers, parents, state agencies, regional centers, community service providers) to ensure information is relayed accurately.  |   |                             |                            |                           |
| 8.                     | Experience, training and/or education performing tasks independently and as part of a team to ensure work is performed accurately and differences are resolved for the benefit of the unit/section.   |   |                             |                            |                           |
| 9.                     | Experience, training and/or education developing policies and procedures for resolving internal workflow and administrative issues and to ensure issues are resolved in an efficient and timely manner.   |   |                             |                            |                           |

# COMMUNITY PROGRAM SPECIALIST III

## EXAMINATION

| <b>SCALES</b>          | <b>SCALE A</b> - Assign <b>one</b> rating   | <b>SCALE B</b> - Assign <b>one</b> rating  | <b>SCALE A – Rating 1-5</b> | <b>SCALE B- Rating 1-5</b> | <b>SCALE C - Code A-E</b> |
|------------------------|---|--|-----------------------------|----------------------------|---------------------------|
|                        | <b>1 NO</b> work experience, training and formal education<br><b>2</b> Have acquired training and/or formal education <b>ONLY</b><br><b>3</b> Have work experience and/or on the job training <b>ONLY</b><br><b>4</b> Have work experience, training and formal education<br><b>5</b> Have work experience in a supervisory capacity and training and/or formal education | <b>1 NO</b> work experience, training and formal education<br><b>2</b> Less than <b>1yr.</b> of work experience, training and/or formal education<br><b>3 1-3 yrs.</b> of work experience, training and/or formal education<br><b>4 3 to 5 yrs.</b> of work experience, training and/or formal education<br><b>5 5+ yrs.</b> of work experience, training and/or formal education<br><br><b>SCALE C</b><br>Assign <b>one code (A-E)</b> per task |                             |                            |                           |
| <b>TASK STATEMENTS</b> |   |  |                             |                            |                           |
| 10.                    | Experience, training and/or education collaborating with various stakeholders (e.g., consumers, parents, state agencies, regional centers, community service providers) regarding public inquiries and/or complaints about services and supports to relay information and/or resolve issues.  |  |                             |                            |                           |
| 11.                    | Experience, training and/or education reviewing and analyzing data and information from a variety of sources (e.g., files, correspondence, computer databases) to ensure information related to programs and services is accurate and in accordance with statutes, regulations and contracts with recommendations, if necessary.  |  |                             |                            |                           |
| 12.                    | Experience, training and/or education analyzing data from various sources (e.g., employment, education, fiscal, clinical, data and program) to ensure services and supports delivered are in compliance with statute, regulation and/or policy.   |  |                             |                            |                           |
| 13.                    | Experience, training and/or education monitoring contracts to ensure compliance with statute, regulation and/or policy.   |  |                             |                            |                           |
| 14.                    | Experience, training and/or education providing technical assistance regarding analysis of written materials and/or surveys on specific program contract development to ensure compliance with statute, regulation and/or policy.   |  |                             |                            |                           |

# COMMUNITY PROGRAM SPECIALIST III

## EXAMINATION

This is the ***end of the Supplemental Application and concludes the examination***, please complete the following personal information and select the ***location(s)*** that you are willing to accept employment (below).

Candidate Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Check  the box(s) below for the ***location(s)*** in which you are willing to accept employment.

- (3400) Headquarters, Sacramento
- (3308) Canyon Springs, Cathedral City
- (3004) Fairview Developmental Center, Costa Mesa
- (5403) Porterville Developmental Center, Porterville
- (4907) Sonoma Developmental Center, Eldridge
- (0000) All locations within California

*I certify and understand that my original signature certifies that all statements made in this Supplemental Application is true to the best of my knowledge.*

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Signature \_\_\_\_\_ Date \_\_\_\_\_