



DEPARTMENT OF DEVELOPMENTAL SERVICES
EXAMINATION ANNOUNCEMENT



OPEN/
CONTINUOUS

VOCATIONAL RESOURCE SPECIALIST

6PVAB

THE STATE OF CALIFORNIA IS AN EQUAL OPPORTUNITY EMPLOYER TO ALL, 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.

OPEN SPOT FOR: Porterville Developmental Center

CONTINUOUS FILING:

Application and the Criminal Record Supplemental Questionnaire (CRSQ) are available and MUST be filed in person or by mail with:

PORTERVILLE DEVELOPMENTAL CENTER
P. O. BOX 2000
PORTERVILLE, CA 93258
ATT: HR/TESTING & RECRUITMENT, ADMIN BUILDING RM 64
(559) 782-2325 OR (559) 782-2322

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

Applications (Form STD-678) along with the Criminal Record Supplemental Questionnaire (CRSQ) may be obtained at the State Personnel Board in Sacramento, any Employment Development Office, Department of Developmental Services, Porterville Developmental Center, or at <http://www.jobs.ca.gov> – on the internet.

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 each phase of the examination.

QUALIFICATIONS APPRAISAL: Interviews will be held when a sufficient candidate pool exists and will be scheduled at the discretion of the appointing authority.

SALARY RANGE: \$3,824 - \$4,788

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

NOTE: All applicants must meet the education and/or experience requirements for this examination by the final filing date. All applications must include: "to" and "from" dates (month/day/year); time base; and civil service class titles (not working titles). Applications received without this information will be rejected.

**MINIMUM QUALIFICATIONS
EITHER I**

Education: Equivalent to graduation from a recognized college with major work in vocational rehabilitation or vocational education.

OR II

Experience: Two years of experience in a sheltered workshop or a supportive employment program working with persons who are developmentally or mentally disabled. The work experience should have included major responsibility for job layout, reducing tasks to trainable/productive steps; performing valid time studies on production, and at least one year developing job cost and bid quotations and obtaining work contracts from business and industry. And

Education: Minimum of one year of college.

SPECIAL PERSONAL CHARACTERISTICS: Ability to establish and maintain cooperative interrelationships with individuals and groups; to have an objective understanding of the problems of developmental, mental, and physically handicapped persons; to have tact, patience, emotional stability, and neat personal appearance.

THE POSITION: Under supervision, obtains contracted work for developmental center clients working in sheltered workshops or community employment programs; designs sheltered workshop tasks and assembly lines for most efficient work production; negotiates contracts with community businesses and industry to obtain work for residents in sheltered workshops or community employment programs; and to do other related work. For more descriptive job tasks please see the job specifications on the CalHR website at www.calhr.ca.gov.

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

QUALIFICATIONS APPRAISAL – WEIGHTED 100.00 %

Scope:

- A. Knowledge of:
 1. Department of Labor laws.
 2. Accrediting agency standards.
 3. Record-keeping requirements.
 4. Wage determination.
 5. Product layout development.
 6. Time studies and interpretation.
 7. Task analysis and product-engineering techniques.
 8. Industrial protocol.
 9. Accepted work negotiation principles.

SEE REVERSE FOR ADDITIONAL INFORMATION

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CONTINUOUS FILING

10. Bidding procedure.
11. Basic principles, practices and trends of public business.
12. Long-range planning techniques.
13. General Employment practices.

B. Ability to:

1. Skills in salesmanship.
2. Numerical agility.
3. Bid quotations.
4. Effective communication (both written and verbal).
5. Time management techniques.
6. Applying laws, rules and instructions.
7. Meeting and dealing effectively with individuals from business and community organizations.

ELIGIBLE LIST INFORMATION: This list will be abolished 12 months after it is established unless the needs of the service and condition of the list warrant a change in this period.

The resulting eligible list will be used to fill vacancies at Porterville Developmental Center Only.

VETERANS PREFERENCE POINTS will be granted in this examination. You must apply for Veterans points through the State Personnel Board. You may obtain the form from the Porterville Developmental Center, Human Resources/Examinations & Recruitment Office in Room 64 of the Administration Building.

BACKGROUND INVESTIGATION: Competitors who are successful in this examination will be required to complete (prior to an appointment in this class) 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, and the Criminal Record Supplemental Questionnaire (CRSQ) that is filled out 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.

GENERAL INFORMATION

It is the candidate's responsibility to contact the Porterville Developmental Center's Testing Office three days prior to the written 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 Porterville Developmental Center's 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 the front. Applications may also be downloaded from State Personnel Board website at <http://www.spb.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 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 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.

EXAMINATION LOCATIONS: When a written test is part of the examination, it will be given in such places in California as the number of candidates warrant. Ordinarily, qualifications appraisal interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

ELIGIBLE LISTS: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide 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.

INTERVIEW SCOPE: If an 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 recency 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.

VETERANS' PREFERENCE CREDITS are awarded in open and open nonpromotional entrance examinations requiring *less than two years of experience and equivalent to graduation from a four-year college*. In OPEN examinations, eligible veterans, widows/widowers of veterans, and spouses of 100% disabled veterans received 10 points. Eligible disabled veterans receive 15 points. In OPEN NONPROMOTIONAL examinations, eligible veterans receive five points. Eligible disabled veterans receive 10 points. Individuals who receive veteran's points are not eligible for career credits. No veterans= preference credits will be allowed once a veteran achieves permanent civil service status. Directions for applying for veterans= preference points are on the Veteran Preference Application (Form 1093) which is available from State Personnel Board Offices, written test proctors, and the Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001.

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.

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

Canyon Springs
 69-696 Ramon Road
 Cathedral City, CA
 92234-3353
 Public: (760) 770-6260
 TDD: (760) 770-2590

**Fairview
 Developmental Center**
 2501 Harbor Blvd.
 Costa Mesa, CA 92626
 Public: (714) 957-5121
 TDD: (714) 957-5512

**Porterville
 Developmental Center**
 26501 Avenue 140
 Porterville, CA 93257
 Public: (559) 782-2222
 (559) 782-2322

**Sonoma
 Developmental Center**
 P.O. Box 1493
 Eldridge, CA 95431
 Public: (707) 938-6339
 TDD: (800) 735-2929

TDD is a Telecommunications Device for the Deaf and is reachable from phones equipped with a TDD Device.