



**ADOPTIONS SUPERVISOR I**

**EXAM CODE: 8BP21**

**CLASS CODE: 9420**

**Department:** DEPARTMENT OF SOCIAL SERVICES  
**Final Filing Date:** CONTINUOUS FILING  
**Exam Type:** DEPARTMENTAL OPEN  
**Salary:** MONTHLY SALARY RANGE - \$6,037.00 - \$7,500.00  
**Location:** STATEWIDE

**EQUAL EMPLOYMENT OPPORTUNITY**

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(s), and sexual orientation.

**DRUG FREE STATEMENT**

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 place in public servants.

**WHO SHOULD APPLY**

This is an OPEN examination for the California Department of Social Services. Anyone who meets the minimum qualifications as stated on this examination bulletin may apply. Applications will not be accepted on a promotional basis. Once you have taken the examination, you may not retake it for twelve (12) months.

**FILING INSTRUCTIONS**

Applicants must submit both the [State Examination/Employment Application \(STD. 678\)](#), unofficial college transcripts, **and** the Qualifications Assessment, found at the end of this examination bulletin, by mail or in person to:

**FILE BY MAIL:**

California Department of Social Services  
Attention: Examinations Unit  
P.O. Box 944243, MS 8-15-58  
Sacramento, CA 94244-2430

**FILE IN PERSON:**

California Department of Social Services  
Attention: Examinations Unit  
744 P Street,  
Sacramento, CA 95814  
Monday-Friday, 8:00 AM-5:00 PM

**NOTE:** Only applications with an original signature will be accepted. Facsimile (FAX) or e-mailed applications will not be accepted under any circumstances.

## **SPECIAL TESTING ARRANGEMENTS**

If you require special testing arrangements due to a verified disability, medical condition or religious accommodation, you will be able to request a reasonable accommodation during the exam filing process. Please mark the appropriate box for Question 2 on the State Examination/Employment Application (Std. 678). You will be contacted to make specific arrangements.

## **ELIGIBLE LIST INFORMATION**

An eligible list will be established for use by the California Department of Social Services. The names of successful competitors will be merged onto the eligible list in order of final scores regardless of test date. Eligibility expires twelve (12) months after it is established, unless the needs of the service and conditions of the list(s) warrant a change in this period. Competitors must then retake the examination to re-establish eligibility.

## **REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION**

All applicants must meet the experience and/or education requirements for this examination at the time the application is submitted. Your signature on the application indicates that you read, understood, and possess the minimum qualifications required.

Applications must include: "to" and "from" dates (month/day/year), time base, hours per week, civil service or private sector titles, and the duties performed. Applications without this information may be rejected from this examination. If using education to qualify, applicant must include copies of unofficial transcripts. College course information must include title, number of semester or quarter units, name of institution, completion dates, and degree (if applicable).

## **MINIMUM QUALIFICATIONS**

**Education:** Completion of an approved two-year graduate curriculum in social work (Master's Degree in Social Work). Candidates enrolled in the final semester or quarter of graduate work will be admitted to the examination but will not be appointed until the degree has been conferred.

### **Either I**

Two years of experience in the California state service performing the duties of an Adoptions Specialist, Range B.

### **Or II**

Two years of experience in a supervisory, consultative, or administrative capacity in the field of child or family social services or adoptions.

**NOTE: Applicants must submit a copy of their unofficial college transcripts along with the application package when using education to meet the entrance requirements for this examination.**

## **POSITION DESCRIPTION**

This is the first supervisory level class in the series. Under direction, incumbents supervise a group of Adoptions Specialists in the provision of adoption services in the relinquishment and independent adoptions program within a district office reporting to an Adoptions Supervisor II.

## **EXAMINATION INFORMATION**

### **Qualifications Assessment Application – Weighted 100%**

The examination will consist of a Qualifications Assessment weighted 100%. Candidates must attain an overall minimum score of 70% to be placed on the eligible list. The questionnaire is designed to elicit specific information regarding each candidate's education and experience relative to the testing classification. Responses to the questionnaire will be assessed based on pre-determined rating criteria. CANDIDATES WHO DO NOT COMPLETE OR SUBMIT THE QUALIFICATIONS ASSESSMENT MAY BE DISQUALIFIED.

## **KNOWLEDGE AND ABILITIES**

### **A. Knowledge of:**

1. Provisions of State and Federal rules, regulations, and laws relating to adoptions in California.
2. Principles, practices, and techniques used in the administration of adoptions programs, casework theory and practice, child psychology and principles of individual and group behavior, family relationships, and the effect of separation on children and parents.
3. Child welfare casework objectives.
4. Socioeconomic factors which promote stable family security.
5. Casework techniques in working with special needs children who experience adverse parental background, including a history of incest and other sexual abuse, a history of mental or physical illness within the family, or severe neglect or mental or physical abuse by the birth parent(s).
6. Developmental effects upon children exposed to nontraditional lifestyles.
7. Reclaim procedures.
8. Set-aside petition investigations and reports.
9. The group home study process.
10. Crisis intervention techniques in the provision of post adoption services and cases in which a potential disruption requires immediate attention.
11. State and Federal rules, regulations, and laws as they apply to contested termination of parental rights.
12. Effective personnel and supervisory practices and training methods.
13. A manager's and supervisor's responsibility for providing equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.

### **B. Skill to:**

1. Applying the principles and techniques of social casework.
2. Effectively and efficiently providing casework services to children with special needs.
3. Working independently with local county welfare departments in assessing the adoption potential of children within the child welfare system.
4. Developing and maintaining effective interpersonal relationships while working with county welfare departments, other public and private social services and adoption agencies, public and private attorneys, judges, and other representatives of the court system.
5. Conducting orientation meetings with the public.
6. Encouraging and assisting in the maximum professional growth of subordinate staff.

**C. Ability to:**

1. Interpret provisions of the State and Federal rules, regulations, and laws pertaining to adoption programs.
2. Utilize community resources effectively.
3. Analyze problems arising out of the operation of adoptions programs.
4. Reach practical and logical conclusions.
5. Secure accurate social data, record such data systematically, and communicate effectively.
6. Analyze situations accurately and take effective action.
7. Utilize and apply effectively the required technical knowledge.
8. Act independently.
9. Monitor, review, and manage cases of increasing difficulty and protracted legal involvement.
10. Act in a professional manner and represent the Department of Social Services in meetings with other adoptions and child welfare professionals.
11. Articulate casework practice and policy during conferences and legal hearings.
12. Plan, organize, and effectively direct the work of others and provide guidance in the professional development of casework staff.
13. Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

**SPECIAL PERSONAL CHARACTERISTICS**

Demonstrated capacity for assuming progressively greater responsibility as evidenced by recent employment history and interest in self-development; willingness to travel and to work irregular hours; neat personal appearance; adaptability; tact; good judgment and emotional stability.

**VETERANS' PREFERENCE**

Veterans' Preference will be granted for this examination. Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, widows or widower of a veteran, or spouse of a 100 percent-disabled veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligibility list. This section shall not apply to any veteran who has been dishonorably discharged or released. Veterans who have achieved permanent civil service status are not eligible to receive veterans' preference.

**CAREER CREDITS**

Career Credits do not apply in this examination.

**CLASSIFICATION SPECIFICATION**

Please click on the link below to review the official California Department of Human Resources (CalHR) classification specification.

[ADOPTIONS SUPERVISOR I](#)

## **CONTACT INFORMATION**

California Department of Social Services  
Attention: Examinations Unit  
P.O. Box 944243, MS 8-15-58  
Sacramento, CA 94244-2430  
[examinations@dss.ca.gov](mailto:examinations@dss.ca.gov)

California Relay Service for the Deaf or Hearing Impaired from TDD phones call: 1-800-735-2929  
or from voice phones call: 1-800-745-2922.

## **GENERAL INFORMATION**

**If you meet the requirements** stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination 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.

**It is the candidate's responsibility** to contact CDSS' Examination Unit at [examinations@dss.ca.gov](mailto:examinations@dss.ca.gov) within three weeks after the final filing date if he/she has not received a progress notice.

**The Department of Social Services** 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.

**Applications are available at the CalHR's** website at [State Examination/Employment Application \(STD. 678\)](#), Employment Development Department offices and the California Department of Social Services.

**Americans with Disabilities Act, Title II:** The California Department of Social Services (CDSS) is committed to a strong policy of equal employment opportunity. To this end, CDSS does not discriminate against or exclude any person from participating in the employment process, advancement, benefits of employment, or in the admission and access to programs or activities administered by CDSS on the basis of: race; color; national origin; ancestry; religion; creed; sex; marital status; sexual orientation; pregnancy; age; veteran status; political affiliation; or disability (including AIDS) as required by Title II of the Americans with Disabilities Act (ADA). Reasonable accommodations for qualified individuals with disabilities will be made available upon request.

**Candidates needing special testing arrangement** due to a disability, must mark the appropriate option on the application and/or contact the testing department.

**Criminal Record Clearance Information:** Some positions within various divisions of the California Department of Social Services are subject to fingerprinting and criminal records check requirements. This check will be completed by the Department of Justice. Applicants will be notified during the hiring process if the position is affected by the criminal records clearance procedure. Criminal record clearance is a condition of employment in positions affected by this procedure.

**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.

**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.

### **TAKING THE EXAMINATION**

Please take the Qualifications Assessment examination on the following page. Once completed, print, sign and mail it to the address stated in the Filing Instructions section above along with the completed and signed State Application STD. 678. Both documents must be submitted in order to be considered. After receipt of the completed examination, it will be scored and a notification of results letter will be mailed within approximately three weeks.

**CALIFORNIA DEPARTMENT OF SOCIAL SERVICES  
HUMAN RESOURCE SERVICES BRANCH  
QUALIFICATIONS ASSESSMENT  
ADOPTIONS SUPERVISOR I**

This examination will provide you with an opportunity to demonstrate significant aspects of your qualifications for the Adoptions Supervisor I classification, with the California Department of Social Services (CDSS). The information you provide will be rated based on objective criteria created by Subject Matter Experts. The rating will be used to determine your final score in this examination. If successful, your name will be placed on an eligible list for the classification listed above. The list will be used by CDSS locations/facilities statewide to fill existing vacancies. A "Conditions of Employment" form is included in this examination which will allow you to select the location and time bases you are interested in working. It is **required** that you **personally complete** this examination accurately and without assistance.

You will be evaluated based on your ability to follow directions and read, interpret, and respond appropriately to the questions in this Qualifications Assessment. Candidates who fail to follow the instructions will be eliminated from this examination.

**THIS AFFIRMATION MUST BE COMPLETED**

I hereby certify that the information provided on this Qualifications Assessment Questionnaire is true and correct to the best of my knowledge and contains no willful misrepresentations or falsifications. I also understand that if it is later discovered that I have made any false representations, I may be removed from the examination and/or the eligible list resulting from this examination, have adverse action taken against me which could result in loss of State employment, and/or suffer loss of right to compete in any future State examinations.

Name (Printed): \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Home/Work Telephone Number: \_\_\_\_\_

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

Your completed Qualifications Assessment must include your original signature. Print and keep a copy of the completed Qualification Assessment for your records. Applicants must submit both the [State Examination/Employment Application \(STD. 678\)](#) and Qualifications Assessment by mail or in person to:

**FILE BY MAIL:**

California Department of Social Services  
Personnel Bureau, Examination Unit  
P.O. Box 944243, MS 8-15-58  
Sacramento, CA 94244-2430  
Attention: Jolene Casillas

**FILE IN PERSON:**

California Department of Social Services  
Personnel Bureau, Examination Unit  
744 P Street, OB 8, 15<sup>th</sup> Floor  
Sacramento, CA 95814  
Attention: Jolene Casillas

**CONDITIONS OF EMPLOYMENT:**

If you are successful in this examination(s), your name will be placed on an active employment list and referred to fill vacancies according to the conditions you specify on this form. Therefore, before you mark this form, there are some things you should consider. If you are not planning to relocate or are not willing to travel to a distant job location, do not select locations that are a long way from your residence.

**LOCATION(S) YOU ARE WILLING TO WORK**

PLEASE MARK THE APPROPRIATE BOX(ES) OF YOUR CHOICE. YOU MAY BE OFFERED A JOB ONLY IN LOCATIONS THAT YOU MARK.

- ANYWHERE IN THE STATE – *If this box is marked, no further selection is necessary*
- ALAMEDA County
- BUTTE County
- FRESNO County
- HUMBOLDT County
- LOS ANGELES County
- SACRAMENTO County

**TYPE OF APPOINTMENT YOU WILL ACCEPT**

PLEASE MARK THE APPROPRIATE BOX(ES) OF YOUR CHOICE.

- (D) Permanent Full-Time
- (V) Permanent Part-Time
- (T) Permanent Intermittent
- (K) Limited-Term Full-Time
- (W) Limited-Term Part-Time
- (X) Limited-Term Intermittent

**GENERAL EXAMINATION INSTRUCTIONS:**

This process is the entire examination for the Adoptions Supervisor I classification. Therefore, please be sure to follow the instructions carefully as missing or incomplete information may result in disqualification or a lower score for this examination.

**YOUR RESPONSES ARE SUBJECT TO VERIFICATION**

Please keep in mind that all information provided on this Qualifications Assessment will be subject to verification at any time during the examination process, hiring process and even after gaining employment. Anyone who misrepresents his/her experience will be subject to adverse consequences, which could include the following action(s):

- Removal from the examination process
- Removal from the eligible list
- Loss of State employment
- Loss of rights to compete in any future State examinations



## **EXAMINATION INSTRUCTIONS:**

This examination is intended to provide candidates the opportunity to demonstrate their knowledge and experience in a variety of areas. It is not expected that you will have experience in all areas.

Using the rating scale(s) below, you will self-rate your knowledge and experience performing specific job-related actions.

Respond to each of the following statements by indicating how the statement applies to you. You are required to respond to every statement by marking one option for each of the two scales provided.

In responding to each statement, you may refer to your FORMAL EDUCATION, FORMAL TRAINING COURSES, and/or WORK EXPERIENCE whether paid or not paid.

## **SCALE #1 - KNOWLEDGE RELATED TO PERFORMING THIS ACTION:**

### **Extensive Knowledge**

I possess an expert knowledge level to the extent that I have effectively performed tasks related to this knowledge in the most difficult and complex situations **and** I have instructed others on specific aspects of this knowledge.

### **Moderate Knowledge**

I possess an advanced knowledge level to the extent that I could effectively perform this task under the majority of circumstances or situations encountered.

### **Basic Knowledge**

I possess a sufficient knowledge level that would allow me to perform this task successfully in routine situations.

### **Limited Knowledge**

I have some knowledge of how to perform this task, but I may require additional instruction to apply my knowledge effectively.

### **No Knowledge**

I have no knowledge of how to perform this task or what it may entail.

## **SCALE #2 - EXPERIENCE RELATED TO PERFORMING THIS ACTION:**

### **Extensive Experience**

I have more than 4 years of experience in performing this action.

### **Moderate Experience**

I have more than 3 years, but less than 4 years of experience in performing this action.

### **Basic Experience**

I have more than 2 years, but less than 3 years of experience in performing this action.

### **Limited Experience**

I have at least 2 years of experience in performing this action.

### **No Experience**

I have never performed this action.

1. Interpret provisions of the State and federal rules, regulations, and laws pertaining to child welfare programs.

**Knowledge related to performing this action**

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

**Experience related to performing this action**

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

2. Apply provisions of the State and federal rules, regulations, and laws pertaining to adoption programs.

**Knowledge related to performing this action**

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

**Experience related to performing this action**

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

3. Assist in the maximum growth of subordinate staff.

**Knowledge related to performing this action**

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

**Experience related to performing this action**

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

4. Prioritize and direct the work of staff.

**Knowledge related to performing this action**

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

**Experience related to performing this action**

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

5. Review and edit written reports.

**Knowledge related to performing this action**

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

**Experience related to performing this action**

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

6. Proficient use of the Child Welfare Services/Case Management System (CWS/CMS).

**Knowledge related to performing this action**

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

**Experience related to performing this action**

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

7. Appear before groups and communicate effectively.

**Knowledge related to performing this action**

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

**Experience related to performing this action**

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

8. Produce professional concise written communication.

**Knowledge related to performing this action**

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

**Experience related to performing this action**

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

9. Supervise staff in child welfare practice.

**Knowledge related to performing this action**

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

**Experience related to performing this action**

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

10. Supervise staff regarding all aspects of permanency planning.

**Knowledge related to performing this action**

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

**Experience related to performing this action**

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

11. Assess the physical, social, emotional and economic factors present in families.

**Knowledge related to performing this action**

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

**Experience related to performing this action**

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

12. Apply critical thinking skills in child welfare practice and policy.

**Knowledge related to performing this action**

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

**Experience related to performing this action**

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

13. Maintain organizational standards and minimum requirements for quality assurance purposes.

**Knowledge related to performing this action**

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

**Experience related to performing this action**

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

14. Prepare legal documents.

**Knowledge related to performing this action**

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

**Experience related to performing this action**

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

15. Review and edit legal documents.

**Knowledge related to performing this action**

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

**Experience related to performing this action**

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

16. Guide staff in navigating the judicial systems.

**Knowledge related to performing this action**

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

**Experience related to performing this action**

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

17. Provide court testimony.

**Knowledge related to performing this action**

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

**Experience related to performing this action**

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

18. Maintain a work environment that is free of discrimination and harassment.

**Knowledge related to performing this action**

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

**Experience related to performing this action**

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

19. Provide equal opportunity in recruitment, selection, hiring and employee development and promotion.

**Knowledge related to performing this action**

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

**Experience related to performing this action**

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

**THIS CONCLUDES THE QUALIFICATIONS ASSESSMENT FOR  
THE ADOPTIONS SUPERVISOR I**

**Please refer to first page for filing/mailling instructions.**