

**VOCATIONAL INSTRUCTOR
(COMPUTER AND RELATED TECHNOLOGIES)**

Exam Code: 8RH97

Department: Department of Rehabilitation

Exam Type: Departmental Open, Spot - Albany

Final Filing Date: Continuous

CLASSIFICATION DETAILS

Classification Code: 7586

Salary Ranges

Range A \$5,038 - \$6,618 per month

Range B \$5,269 - \$6,925 per month

Range C \$5,521 - \$7,253 per month

Range D \$5,783 - \$7,599 per month

View the [Vocational Instructor \(Computer and Related Technologies\)](#) classification specification.

APPLICATION INSTRUCTIONS

Final Filing Date: Continuous

Applications are accepted on a continuous basis.

Examination Cut-off Dates

- February 18, 2022
- May 20, 2022
- August 19, 2022
- November 18, 2022

New cut-off dates may be announced at any time as departmental needs warrant.

Who Should Apply

Applicants who meet the minimum qualifications as stated on this bulletin may apply for and take this examination.

Once you have taken this examination, you may not retake it for nine months.

How to Apply

All applicants must complete and submit the following examination materials:

- [Examination/Employment Application \(STD 678\)](#)
- [Training and Experience Evaluation](#)

All Examination/Employment Applications (STD 678) must include “to” and “from” dates (month/day/year), time base, job titles, and duties performed. Applications received without this information will not be accepted.

Examination materials must be received or postmarked by the cut-off date. Examination materials received or postmarked after the cut-off date will be held for the next examination. Dates printed on mobile barcodes or equivalent mobile print technology, such as Quick Response (QR) codes available at the USPS, are not considered postmark dates for purpose of determining timely filing of applications.

All examination materials must have original signatures. Faxed or emailed copies will not be accepted under any circumstances. Submit all examination materials by mail or in person to:

**Department of Rehabilitation
Selections and Hiring Unit
721 Capitol Mall
Sacramento, CA 95814**

Special Testing Arrangements

If you require assistance or alternative testing arrangements due to a disability, please contact the Selections and Hiring Unit at (916) 558-5545.

MINIMUM QUALIFICATIONS

All applicants must meet the education and/or experience requirements as stated on this bulletin by the cut-off date to be accepted into the examination.

Credential: Possession of a valid California teaching credential which authorizes the holder to teach, on a full-time basis, a vocational course in the appropriate subject specialty or Industrial Arts subspecialty. Applicants who do not possess this credential may take the examination, but must meet the requirements and have an application on file with the Commission on Teacher Credentialing for the appropriate credential before an appointment can be made and must secure the credential within 120 working days after appointment. After issuance, the credential must be maintained by completion of any required examinations or course work.

SPECIAL REQUIREMENTS

Must be willing to continue their educational development; work in a State hospital and developmental center, or in the Department of Rehabilitation’s Orientation Center for the Blind; participate in group-oriented treatment programs; maintain a sympathetic and objective understanding of patients or clients in a State hospital or developmental center; maintain high standards of morals and speech; and demonstrate tact, patience, and emotional stability.

POSITION DESCRIPTION

The Vocational Instructor (Computer and Related Technologies) plays an integral role in the rehabilitation process, teaching participants computer skills to prepare for independence, academic, and employment opportunities. The incumbent provides

individual and group instruction in the use of computers with adaptive technology, software applications, hardware peripherals, and adaptive equipment to participants with visual impairments/blindness; participates as a member of an interdisciplinary team to support participants with developing independent living skills and adaptive techniques; assists participants' adjustments to blindness, developing socially appropriate attitudes and interests; and prepares participants to achieve independence through gainful employment.

Positions exist at the Department of Rehabilitation's Orientation Center for the Blind in Albany.

EXAMINATION SCOPE

Training and Experience Evaluation - Weighted 100% of the final score

This examination consists solely of a training and experience evaluation. In order to obtain a position on the eligible list, a minimum score of 70% must be received.

In addition to evaluating applicants' relative knowledge, skills, and ability, as demonstrated by quality and breadth of education and/or experience, emphasis in each examination component will be measuring competitively, relative to job demands, each applicant's:

Knowledge of:

1. The methods, materials, tools, machines, equipment, and safety principles involved in teaching a particular vocational specialty
2. The principles, methods, practices, current developments, and trends in vocational education

Ability to:

1. Perform the duties of a journeyperson in the field of their specialty
2. Provide leadership and motivation to patients or clients of State hospitals and developmental centers, or in the Department of Rehabilitation's Orientation Center for the Blind
3. Teach and supervise these individuals
4. Work effectively with other disciplines
5. Read and use drawings and sketches
6. Estimate and order supplies
7. Analyze situations accurately and take effective action
8. Maintain fair and firm discipline
9. Keep records and prepare reports

ELIGIBLE LIST INFORMATION

A departmental open eligible list for the Vocational Instructor (Computer and Related Technologies) classification will be established for the Department of Rehabilitation. The names of successful competitors will be merged onto the eligible list in order of final score regardless of examination date. Eligibility expires 12 months after it is established. Applicants must then retake the examination to reestablish eligibility.

Veterans' Preference will be granted for this examination. In accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, or widow or widower of a veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligible list.

Veteran status is verified by the California Department of Human Resources (CalHR). Information on this program and the [Veterans' Preference Application \(CalHR 1093\)](#) is available online. Additional information on veteran benefits is available at the Department of Veterans Affairs.

Career credits will not be granted in this examination.

TAKING THE EXAMINATION

Complete and submit the [Examination/Employment Application \(STD 678\)](#) and [Training and Experience Evaluation](#) to the address provided on this examination bulletin.

EQUAL OPPORTUNITY EMPLOYER

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.

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 placed in public servants.

GENERAL INFORMATION

If you meet the requirements stated on this examination 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 described in this bulletin will be rated against a predetermined job-related rating, and all applicants who pass will be ranked according to their score.

It is the applicant's responsibility to contact the Department of Rehabilitation's Selections and Hiring Unit at (916) 558-5545 three weeks after submission of application if he/she has not received a progress notice.

The Department of Rehabilitation 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 law and rules and all applicants will be notified.

General Qualifications: Applicants 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 classification. 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 this bulletin.

If you have any questions concerning this examination bulletin, please contact:

Department of Rehabilitation

Selections and Hiring Unit

721 Capitol Mall

Sacramento, CA 95814

Phone: (916) 558-5545

California Relay Service: (800) 735-2929 (TTY), (800) 735-2922 (Voice)

TTY is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TTY device.

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