

COUNSELOR, ORIENTATON CENTER FOR THE BLIND

Exam Code: 8RH99

Department: Department of Rehabilitation

Exam Type: Departmental Open, Spot - Albany

Final Filing Date: Continuous

CLASSIFICATION DETAILS

Classification Code: 9676

Salary Range

\$3,488 - \$4,364 per month

View the [Counselor, Orientation Center for the Blind](#), classification specification.

APPLICATION INSTRUCTIONS

Final Filing Date: Continuous

Applications are accepted on a continuous basis.

Examination Cut-off Dates

- March 18, 2022
- June 17, 2022
- September 16, 2022
- December 16, 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. Part-time or full-time jobs, regardless of whether paid or volunteer positions, and inside or outside California state service will count toward experience.

Education: Equivalent to completion of two years of college, preferably including such courses as psychology, physiology, or mental hygiene. (Two years of experience teaching blind adults may be substituted for not more than two years of the required education on a year-for-year basis.)

SPECIAL PERSONAL CHARACTERISTICS

Willingness to live and work in a resident school; genuine interest in working with blind adults; sympathetic understanding of the problems of adults in a special school (blindness is not considered a disabling defect in this class).

POSITION DESCRIPTION

Under general direction and outside of class hours, the Counselor, Orientation Center for the Blind exercises general supervision over a group of visually impaired adult students; counsels and offers guidance to students in their personal problems; at the dormitory, assists students with such program activities as Braille, script writing, typing, and mobility training; arranges medical attention for students when required; arranges and supervises recreational activities in the dormitory; is responsible for students' observance of dormitory rules and regulations; inspects rooms and closets for cleanliness; keeps appropriate records and prepares reports.

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. Mental hygiene and guidance principles
2. Personal and social problems of blind adults
3. Principles and techniques of group activities for adults

Ability to:

1. Counsel adults
2. Follow directions
3. Secure respect and cooperation
4. Analyze situations accurately and take effective action
5. Keep records and prepare reports

ELIGIBLE LIST INFORMATION

A departmental open eligible list for the Counselor, Orientation Center for the Blind, 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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