



CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
TRAINING AND EXPERIENCE ASSESSMENT
ADOPTIONS SPECIALIST

This examination will provide you with an opportunity to demonstrate significant aspects of your qualifications for the ADOPTIONS SPECIALIST 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 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 without assistance, and then sign the form.

Read the instructions below carefully before completing the assessment. Failure to do so may result in an inability to process your assessment and disqualification from this examination.

AFFIRMATION STATEMENT

I hereby certify and understand that the information provided on this Training and Experience Assessment Questionnaire is true and complete 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 Phone Number: _____

Signature: _____ Date: _____

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 WILL ONLY BE ELIGIBLE FOR EMPLOYMENT 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 (K) Limited-Term Full-Time
- (V) Permanent Part-Time (W) Limited-Term Part-Time
- (T) Permanent Intermittent (X) Limited-Term Intermittent

MAILING INSTRUCTIONS

Mail your completed examination along with a completed State Application Form, STD. 678 to the address listed below. You can print the [State Application Form](#) from the California Department of Human Resources (CalHR) website at <https://jobs.ca.gov/>.

FILE BY MAIL

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

FILE IN PERSON

California Department of Social Services
Attention: Examination Unit
744 P Street, OB 8, 15th Floor
Sacramento, CA 95814
Monday-Friday, 8:00 AM-5:00 PM

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.

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.

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 2 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 regularly performing this action.

Moderate Experience

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

Basic Experience

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

Limited Experience

I have more than 1 year, but less than 2 years of experience in performing this action.

No Experience

I have never performed this action.

1. Perform routine adoption investigations.

Knowledge related to performing this action

Experience related to performing this action

2. Prepare full factual reports recommending for or against granting petitions.

Knowledge related to performing this action

Experience related to performing this action

3. Prepare adoption assessments recommending the most appropriate permanent plan for children.

Knowledge related to performing this action

Experience related to performing this action

4. Conduct set-aside (negate/annul the adoption) investigations.

Knowledge related to performing this action

Experience related to performing this action

5. Collaborate with county welfare departments, public and private social services agencies to determine placement.

Knowledge related to performing this action

Experience related to performing this action

6. Collaborate with public and private representatives to promote the best interest of a child.

Knowledge related to performing this action

Experience related to performing this action

7. Lead a small group of staff to provide specific knowledge, direction and guidance in regard to adoptions.

Knowledge related to performing this action

Experience related to performing this action

8. Conduct investigations for in dependent adoptions.

Knowledge related to performing this action

Experience related to performing this action

9. Interview clients individually and/or members of a family group.

Knowledge related to performing this action

Experience related to performing this action

10. Provide casework services for legal and birth parents.

Knowledge related to performing this action

Experience related to performing this action

11. Support the child's adjustment to a permanent home to maintain stability.

Knowledge related to performing this action

Experience related to performing this action

12. Provide general educational activities and resources to prospective adoptive families.

Knowledge related to performing this action

Experience related to performing this action

13. Provide supervision of the adoptive home following placement of a child.

Knowledge related to performing this action

Experience related to performing this action

14. Participate in matching events and activities to find child placement.

Knowledge related to performing this action

Experience related to performing this action

15. Conduct assessments of potential adoptive families.

Knowledge related to performing this action

Experience related to performing this action

16. Provide consultative services to other public and private social service agencies.

Knowledge related to performing this action

Experience related to performing this action

17. Interpret child welfare and adoption codes/regulations.

Knowledge related to performing this action

Experience related to performing this action

18. Conduct family evaluations to assist counties in determining the appropriateness of a family placement as a resource.

Knowledge related to performing this action

Experience related to performing this action

19. Document case work.

Knowledge related to performing this action

Experience related to performing this action

20. Operate various office machines/equipment.

Knowledge related to performing this action

Experience related to performing this action

KNOWLEDGE, SKILL, OR ABILITY (KSA) ASSESSMENT

Rate your knowledge, skill, or ability performing specific job-related actions, using the rating scale below.

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 the scale provided. Responses may not be changed or added once submitted to the Department of Social Services Examination Unit. Missing responses will result in a lower score.

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 - KNOWLEDGE, SKILL, OR ABILITY RELATED TO THIS STATEMENT

Extensive Knowledge, Skill, or Ability

I have applied this KSA in an actual setting while performing a job and have used it to instruct others on the specific task.

Moderate Knowledge, Skill, or Ability

I have applied this KSA in an actual setting while performing a job.

Limited Knowledge, Skill, or Ability

I have education or training relevant to this KSA, but have not applied it to an actual job.

No Knowledge, Skill, or Ability

I have no experience, education, or training relevant to this KSA

1. Principles, practices, and techniques used in the administration of adoptions programs.

Knowledge, Skill, or Ability related to performing this action

2. Child welfare casework objectives.

Knowledge, Skill, or Ability related to performing this action

3. Socioeconomics factors.

Knowledge, Skill, or Ability related to performing this action

4. Casework techniques in working with special needs children.

Knowledge, Skill, or Ability related to performing this action

5. Developmental and emotional effects upon children.

Knowledge, Skill, or Ability related to performing this action

6. Crises intervention techniques.

Knowledge, Skill, or Ability related to performing this action

7. Interpret provisions of the State and Federal laws and regulations.

Knowledge, Skill, or Ability related to performing this action

8. Utilize community resources effectively.

Knowledge, Skill, or Ability related to performing this action

9. Reach practical and logical conclusions.

Knowledge, Skill, or Ability related to performing this action

10. Secure accurate social date, record such data systematically and communicate effectively.

Knowledge, Skill, or Ability related to performing this action

11. Analyze situations accurately and take effective action.

Knowledge, Skill, or Ability related to performing this action

12. Utilize and apply the required technical knowledge.

Knowledge, Skill, or Ability related to performing this action

13. Act independently.

Knowledge, Skill, or Ability related to performing this action

14. Monitor, review, and manage cases of increasing difficulty.

Knowledge, Skill, or Ability related to performing this action

15. Act in a professional manner.

Knowledge, Skill, or Ability related to performing this action

16. Articulate casework practice and policies.

Knowledge, Skill, or Ability related to performing this action

17. Take guidance and direction from supervisory staff.

Knowledge, Skill, or Ability related to performing this action

18. Develop and maintain effective interpersonal relationships.

Knowledge, Skill, or Ability related to performing this action

**THIS CONCLUDES THE ASSESSMENT FOR THE
ADOPTIONS SPECIALIST
EXAMINATION**

Please refer to Page 2 for filing/ mailing instructions.