



CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
TRAINING AND EXPERIENCE ASSESSMENT
CHILD DEVELOPMENT CONSULTANT

This examination will provide you with an opportunity to demonstrate significant aspects of your qualifications for the Child Development Consultant 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:

Email Address: _____

Signature:

Date:

Child Development Consultant REVISED: 11/2023

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.*
- Sacramento County

TYPE OF APPOINTMENT YOU WILL ACCEPT

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

- | | |
|---|--|
| <input type="checkbox"/> (D) Permanent Full-Time | <input type="checkbox"/> (K) Limited-Term Full-Time |
| <input type="checkbox"/> (V) Permanent Part-Time | <input type="checkbox"/> (W) Limited-Term Part-Time |
| <input type="checkbox"/> (T) Permanent Intermittent | <input type="checkbox"/> (X) Limited-Term Intermittent |

MAILING INSTRUCTIONS

Applications may be delivered in person, by email, or by mail. Send your completed examination along with a completed State Application Form, STD. 678 to the address or email 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

BY EMAIL

examinations@dss.ca.gov

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.

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.

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 2 years of experience in this action.

Basic Experience

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

Limited Experience

I have more than 1 year of experience in performing this action.

No Experience

I have never performed this action.

1. Consult childcare and development programs, stakeholders or community partners regarding state policies, laws, rules, and regulations.

Knowledge related to performing this action.

Experience related to performing this action.

2. Advise childcare and development programs, community partners or interest holders (formally referred to as stake holders) regarding state policies, laws, rules, and regulations.

Knowledge related to performing this action.

Experience related to performing this action.

3. Provide guidance to programs based on funding and applicable guidelines.

Knowledge related to performing this action.

Experience related to performing this action.

4. Review applications to evaluate and make recommendations.

Knowledge related to performing this action.

Experience related to performing this action.

5. Assist programs with utilizing fiscal and accounting systems.

Knowledge related to performing this action.

Experience related to performing this action.

6. Support programs in developing parent involvement, participation, and education strategies.

Knowledge related to performing this action.

Experience related to performing this action.

7. Create opportunities for professional development for teachers and staff.

Knowledge related to performing this action.

Experience related to performing this action.

8. Advise and make recommendations regarding facilities, equipment, supplies, and furnishings for childcare and development programs.

Knowledge related to performing this action.

Experience related to performing this action.

9. Assist in implementing health and social services and nutritional programs.

Knowledge related to performing this action.

Experience related to performing this action.

10. Prepare manuals, bulletins, and informational materials for programs.

Knowledge related to performing this action.

Experience related to performing this action.

11. Participate in conferences, workshops (statewide), collaborate regional and federal meetings, and engage in committee and workgroups.

Knowledge related to performing this action.

Experience related to performing this action.

12. Support the division with other duties as assigned.

Knowledge related to performing this action.

Experience related to performing this action.

13. Serve as a liaison among various private, State, and other public agencies which provide childcare and development services.

Knowledge related to performing this action.

Experience related to performing this action.

14. Evaluate education activities used in child development programs.

Knowledge related to performing this action.

Experience related to performing this action.

15. Assist other offices, units, and divisions in making recommendations related to new funding by reading and scoring applications.

Knowledge related to performing this action.

Experience related to performing this action.

16. Provide program and policy consultation in support of the division's interest in the State and Federal budget processes.

Knowledge related to performing this action.

Experience related to performing this action.

17. Perform the more difficult, sensitive, and complex program formulation, analysis, implementation, administrative, and assessment activities.

Knowledge related to performing this action.

Experience related to performing this action.

18. Provide training and mentoring in the interest of professional development of other colleagues in the same career path.

Knowledge related to performing this action.

Experience related to performing this action.

19. Promote equity within guidance materials, technical assistance, policy development and resources and support for childcare and development services and programs.

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 #1 - 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. Knowledge of principles, trends and practices in childcare and development settings.

Knowledge, Skill, or Ability related to performing this action.

2. Knowledge of educational programs for children from varied social, economic, and culturally diverse backgrounds.

Knowledge, Skill, or Ability related to performing this action.

3. Knowledge of growth and development patterns, and issues relating to children and families.

Knowledge, Skill, or Ability related to performing this action.

4. Knowledge of data and research of common practices in childcare and development programs and parent education experiences.

Knowledge, Skill, or Ability related to performing this action.

5. Knowledge of research-based literature and other instructional material in child development.

Knowledge, Skill, or Ability related to performing this action.

6. Knowledge of State and Federal regulations and requirements pertaining to childcare and development.

Knowledge, Skill, or Ability related to performing this action.

7. Ability to identify and assist in creating quality childcare and development settings.

Knowledge, Skill, or Ability related to performing this action.

8. Develop and maintain effective interpersonal relationships in all settings.

Knowledge, Skill, or Ability related to performing this action.

9. Communicate effectively in all settings, adhering to all established department standards and protocols.

Knowledge, Skill, or Ability related to performing this action.

10. Analyze situations accurately and take effective action.

Knowledge, Skill, or Ability related to performing this action.

11. Develop resources to be used in childcare and development programs.

Knowledge, Skill, or Ability related to performing this action.

12. Conduct research to resolve complex issues and provide analysis and recommendations.

Knowledge, Skill, or Ability related to performing this action.

13. Develop, facilitate, and participate in conferences, workshops, and trainings.

Knowledge, Skill, or Ability related to performing this action.

**THIS CONCLUDES THE ASSESSMENT FOR THE
CHILD DEVELOPMENT CONSULTANT
EXAMINATION**

Please refer to Page 2 for filing/mailling instructions.